



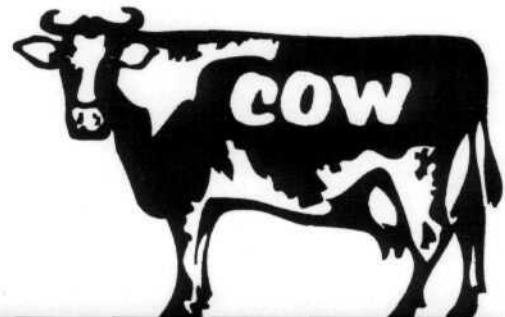
CITY OF SAN DIEGO

# Community Orientation Workshop Handbook

COW 2003

Michael T. Uberuaga  
City Manager

*This handbook accompanies the Community Orientation Workshop  
- a discussion of the roles and responsibilities of the community  
planning volunteers as they relate to Citywide planning issues,  
community plan preparation, and the development and regulatory  
processes of the City*



City of San Diego • Planning Department

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## THE CITY OF SAN DIEGO

April 15, 2003

Dear Community Planning Committee Members:

Thank you for participating in the City's Community Orientation Workshop. As a community planning committee member, you are an important component of the land use planning process. The City of San Diego values your input and recognizes the responsibilities entrusted to you. The City Council has established Council Policy 600-24 as the operating procedure for recognized Community Planning Committees. One provision of Council Policy 600-24 is for community planning members to attend this orientation workshop.

Understanding your role and responsibilities, as outlined in Council Policy 600-24, is the most important aspect of the session, as your committee's actions are legally indemnified by your having attended this workshop and acting in accordance with Council Policy 600-24. City staff will explain your role and responsibilities as planning committee members, and provide you with an overview of existing and new processes that are City-community partnerships. While the orientation workshop is not intended to be technical, you will very likely find you will gain greater appreciation for the complexities of the development review and land use planning process by having attended the workshop. This understanding will augment the quality of your participation as a community planning committee member.

Thank you for attending this workshop. Your participation in this process is greatly appreciated.

Sincerely,

S. Gail Goldberg, AICP  
Planning Director

SGG/le



# **CITY OF SAN DIEGO GENERAL INFORMATION**



## **KEY CITY OF SAN DIEGO DECISION FORUMS**

### **THE CITY COUNCIL**

In addition to the Mayor, who is elected by all City voters, the City Council is made up of eight **nonpartisan** Councilmembers who are nominated and elected by district. Members serve overlapping four year terms, with Council elections occurring on odd-numbered years (Districts 1, 3, 5 and 7 elected in 1993, 1997, etc., Districts 2, 4, 6 and 8 elected in 1995, 1999, etc.)

The City Council is San Diego's governing legislative body. It is responsible for the City's laws, policies, and programs. As representatives of the citizens, members of the Council have certain authority delegated to them by the City Charter. The Council has the authority to appoint the City Manager; approve all ordinances; resolutions and contracts; adopt the annual budget and provide for revenues; and make or confirm appointments to various City Boards and Commissions.

The Council is organized into four standing committees to facilitate the legislative process: Rules, Finance and Intergovernmental Relations; Natural Resources and Culture; Land Use and Housing; and Public Safety and Neighborhood Services. Each of the four committees meet once or twice a month to hold public hearings and review legislation and departmental actions before such matters are considered by the full Council.

In addition to regular weekly City Council and committee meetings, the Council meets as the San Diego Housing Authority and the San Diego Redevelopment Agency.

Legislative programs from the State and Federal government that affect San Diego are developed for City Council approval by the Department of Intergovernmental Relations. This department maintains offices in Washington D.C., and Sacramento, and it works with federal and state legislatures, agencies and departments on matters of interest to San Diego.

### **City Council Meetings**

The City Council meets weekly in the Council Chambers on the 12<sup>th</sup> floor of the City Administration Building. Except for holidays or special adjournments, the full City Council meetings weekly on Monday afternoon and all day Tuesday. Planning matters are most often heard on Tuesday.

All Council meetings are open to the public, except for "closed sessions", when the Council discusses personnel or judicial matters. Taking part in the Council meetings are the Mayor, eight Councilmembers, the City Attorney, the City Manager, the City Clerk and interested citizens. The Council's four committees meet twice a month (on Wednesday morning or Wednesday afternoon) on the 12<sup>th</sup> floor of the City Administration Building.

### **Council Meeting Procedures**

At least five members of the nine-member Council must be present to constitute a quorum. If there is a quorum, the City Clerk "calls the roll" or takes attendance, and the Council begins to transact the City's business.

The Council's business is listed on a printed "docket" or agenda. The Council proceeds item by item on the docket. As consideration of each item is ended, a vote is taken by the Council to approve or reject the item, or to refer it for further study, continue it until a later meeting, file it or take other action. The web site address to access City Council agendas is <http://www.clerkdoc.sannet.gov/Website/city-docket>.

Many of the items on the Council docket have been studied and debated in Committee meetings or have been the subject of written reports from the City Manager or the City Attorney before the Council meets in full session. This procedure permits some items to be acted upon routinely. Other items may call for an extended public and Council discussion before a vote is taken. Any member of the public may be heard on an item, as long as a form with the person's name and address is filled out ahead of time. These forms can be obtained in the Council Chambers or in the 12<sup>th</sup> floor hallway. Normally, a limit is placed on the amount of time allowed each speaker. Members of the Council then discuss the item and ask the members of the Council to vote. A telephone line to listen to the Council hearing over the phone from remote locations is available at 619-533-4001. The web site address for the San Diego City Council is: <http://www.sannet.gov/city-council/>.

### **PLANNING COMMISSION**

#### **Duties:**

Conducts hearings on special use permits, all re-zoning, all community plans, and the General Plan. Considers land use ordinances and such other improvements as Council may, or by ordinance, determine. The Planning Commission meets weekly on Thursdays. The web site address for San Diego Planning Commission is: <http://www.sannet.gov/planning-commission>.

#### **Appointment:**

Appointed by the Mayor and confirmed by the City Council.

### **BOARD OF ZONING APPEALS**

#### **Duties:**

To hear and determine appeals from the rulings, decisions and determinations of the Zoning Administrator, granting or denying applications for conditional use permits, or for other permits, or for variances from the zoning provisions of the Municipal Code or zoning ordinances. Three members of the Board shall constitute a quorum. The affirmative vote of not less than three members shall be necessary for any action of the Board.

#### **Appointment:**

Appointed by the Mayor, confirmed by the City Council.

### **HISTORICAL RESOURCES BOARD**

#### **Duties:**

To advise the Mayor, City Council, City Planning Commission, Park and Recreation Board and City Manager on issues relating to the identification, protection, retention and preservation of historical resources in the City. The Historical Resources Board's monthly agendas can be accessed via the World Wide Web: <http://www.sannet.gov/historical/a012700.html> via the world

wide web. Complete details regarding the Historic Resources Board can be found in Section 111.0206 of the Land Development Code.

**Appointment:**

Appointed by the Mayor and confirmed by the City Council.

**SAN DIEGO HOUSING COMMISSION**

**Duties:**

Investigate and improve dwelling conditions in the City of San Diego. Review and recommend revisions, actions, including recommendations on all matters before the Housing Authority. Approve plans, specifications, agreements, expenditures and such other matters as the Housing Authority may from time to time delegate by resolution to the Commission. The web site for the San Diego Housing Commission is:

**Appointment:**

Appointed by the Mayor, confirmed by the City Council. If the Mayor does not appoint a member within 45 days after a vacancy occurs, the Council shall make such appointment. Councilmembers may be appointed as members of said Commission in those membership positions other than the two (2) low-income tenant positions.

**PARK AND RECREATION BOARD**

**Duties:**

Advise the Council through the City Manager on public policy matters relating to the acquisition, development, maintenance and operation of parks, beaches, playgrounds, and recreational activities; review the recreational program; coordinate the work of such committees as may be established; conduct investigations, studies and hearings.

**Appointment:**

Appointed by the Mayor, confirmed by the City Council.

**HEARING OFFICER**

**Duties:**

The Hearing Officer acts as the decision maker for permits, maps, and other matters in accordance with the decision-making procedures of the Land Development Code. The Hearing Officer shall preside at a public hearing and make an impartial decision on a permit, map, or other matter based on the application, written reports prepared prior to the hearing, and information received at the hearing.

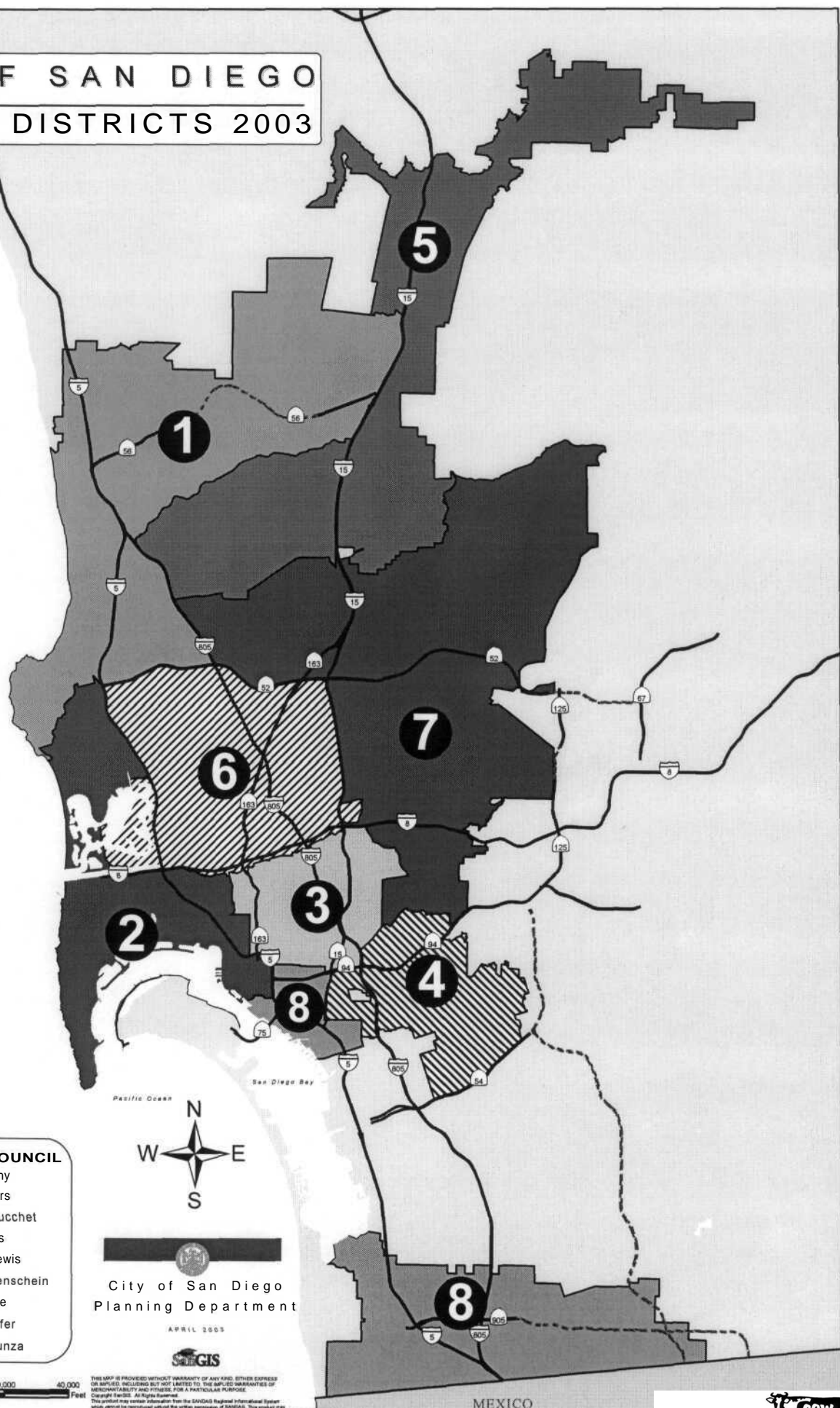
**Appointment:**

Appointed by the City Manager



# CITY OF SAN DIEGO

## COUNCIL DISTRICTS 2003



- MAYOR AND CITY COUNCIL**  
 MAYOR - Dick Murphy
- 1<sup>ST</sup> DISTRICT - Scott Peters
  - 2<sup>ND</sup> DISTRICT - Michael Zucchet
  - 3<sup>RD</sup> DISTRICT - Toni Atkins
  - 4<sup>TH</sup> DISTRICT - Charles Lewis
  - 5<sup>TH</sup> DISTRICT - Brian Maienschein
  - 6<sup>TH</sup> DISTRICT - Donna Frye
  - 7<sup>TH</sup> DISTRICT - Jim Madaffer
  - 8<sup>TH</sup> DISTRICT - Ralph Inzunza

City of San Diego  
 Planning Department  
 APRIL 2003

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 tsg/4-03/Council Districts 2003.mxd

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MEXICO



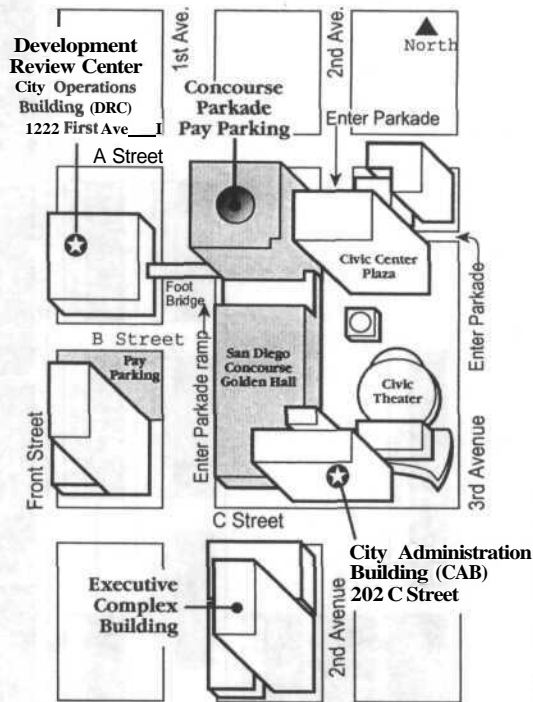
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# CITY OF SAN DIEGO FACILITIES & ADDRESSES

## Directions to:

City Administration Building,  
Civic Center Plaza and Executive Complex

- From Interstate 5 South:  
Exit Front Street, turn  
Right on 2nd Avenue and  
continue straight to A St.
- From Interstate 5 North:  
Exit 6th Avenue (turn left),  
continue to Ash Street,  
turn Right on Ash, continue  
to 2nd Avenue and turn left.
- From Highway 163:  
Exit Ash Street, and turn  
Left on 2nd Avenue.



## CHARLES C. DAIL CONCOURSE AND VICINITY

### CITY ADMINISTRATION BUILDING

202 C Street  
San Diego, CA 92101

<b>3rd Floor</b>	Redevelopment
<b>4th Floor</b>	Land Use and Facilities Planning
<b>5th Floor</b>	Planning Administration MSCP Transportation Planning

### CIVIC CENTER PLAZA

1200 Third Ave.  
San Diego, CA 92101

<b>1st Floor</b>	Treasurer's Cashier & Business Lic./Tax  Employment Information
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### DEVELOPMENT SERVICES CENTER

1222 First Avenue  
San Diego, CA 92101

<b>2nd Floor</b>	Engineering Maps & Records
<b>3rd Floor</b>	Development Services Reception Development & Permit Information Process 2000
<b>4th Floor</b>	Regional Permit Assistance Center
<b>5th Floor</b>	Land Development Review

### EXECUTIVE COMPLEX

1010 Second Avenue  
San Diego, CA 92101

<b>6th Floor</b>	Neighborhood Code Compliance, Administration
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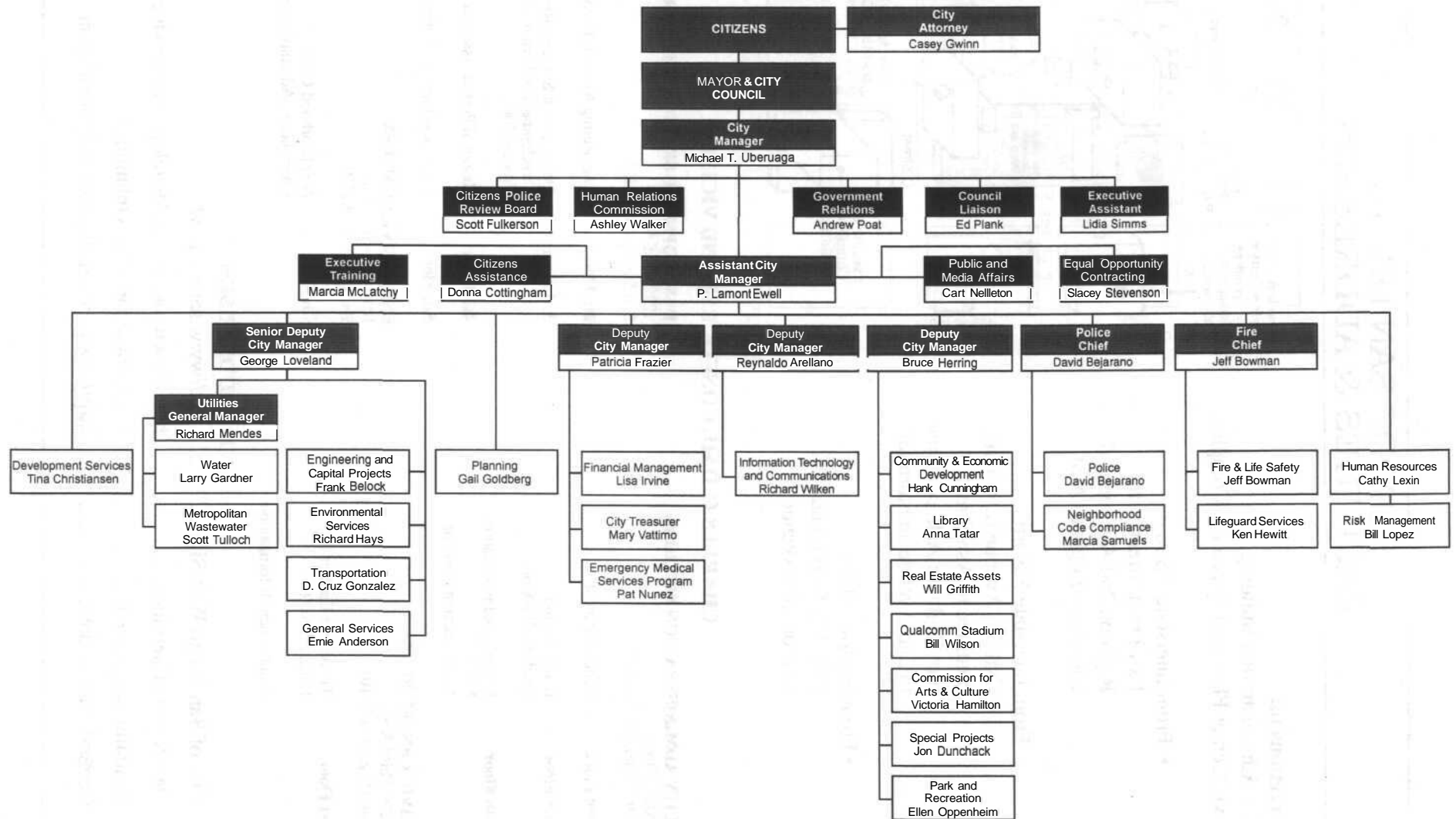
## WEB ADDRESSES

City of San Diego Web Site.....	<a href="http://www.sannet.gov/">http://www.sannet.gov/</a>
Development Services.....	<a href="http://www.sannet.gov/development-services">http://www.sannet.gov/development-services</a>
Planning Department.....	<a href="http://www.sannet.gov/planning">http://www.sannet.gov/planning</a>
General Plan Update.....	<a href="http://www.ci.san-diego.ca.us/general-plan">http://www.ci.san-diego.ca.us/general-plan</a>

RP



## City Organizational Structure

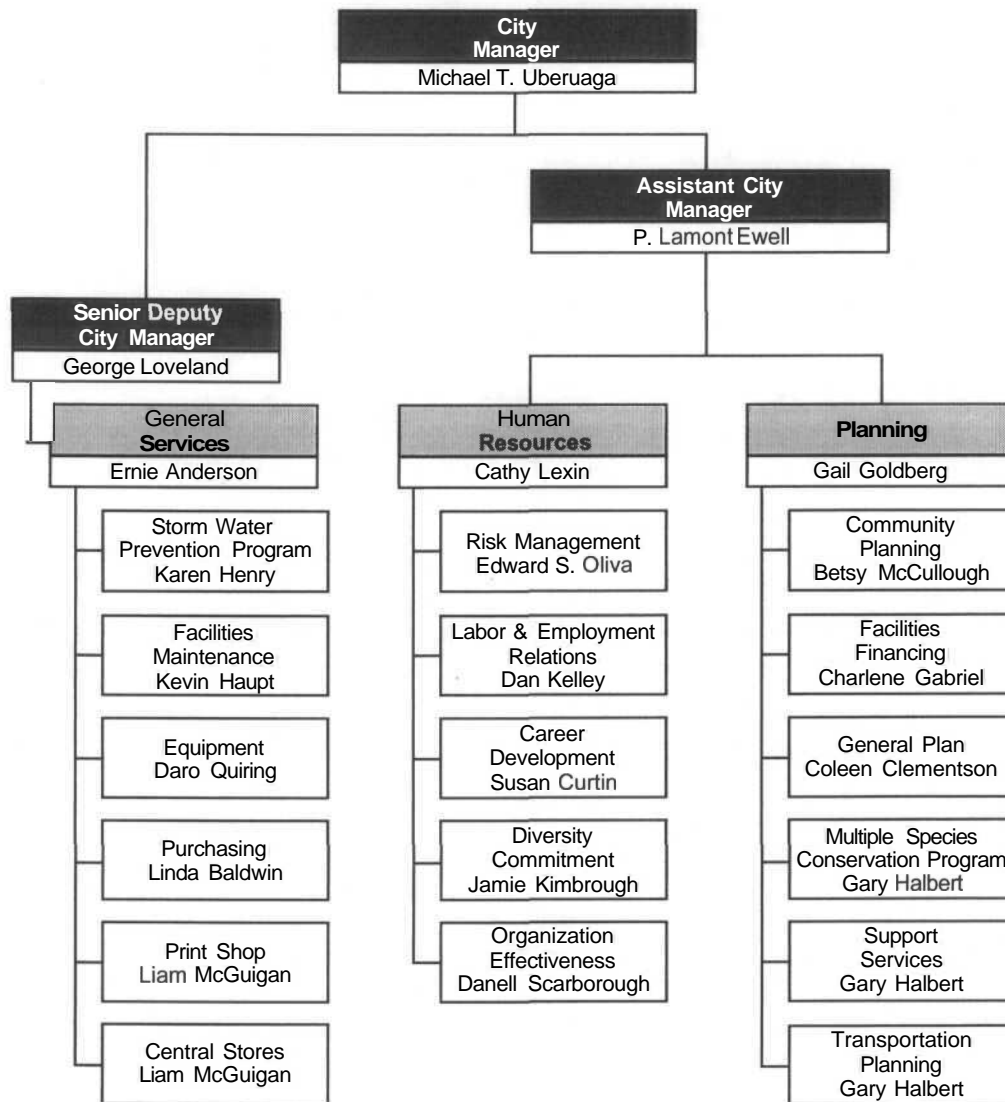


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## City Organizational Structure Department Detail



# **PLANNING HISTORY**

## ***Lynne Carrier***





THE CITY OF  
SAN DIEGO  
CALIFORNIA

CITY HOME  
INFORMATION  
COMMUNITY  
CITY HALL  
BUSINESS  
LEISURE

SEARCH | SERVICES | DEPARTMENTS | CONTACT US | TIPS  
GENERAL PLAN HOME OVERVIEW STRATEGIC FRAMEWORK GET INVOLVED FACTS, FIGURES, LINKS DOCUMENTS

## San Diego: Looking To The Future



By Lynne Carrier

### Introduction: A Young City

*San Diego has the location and the physical foundation in general for an important, perhaps a great city. Its people are awake to its needs, and are resolved to meet them. It stands, therefore, upon the threshold of a truly sound and far-reaching development; for, when to superb natural advantages and human enterprise are added a sound public policy and a comprehensive plan of action, who can doubt the outcome?*

- John Nolen, 1908 -

When city consultant John Nolen wrote these words — a preface to San Diego's first grand vision statement of the 20th century -- he sounded an enduring clarion call for good planning. He looked at a young city (population less than 40,000) with most of its growth ahead of it, and imagined what it could become.

With so much of the urban canvas still blank, this was no easy task. In his time, the heart of San Diego retail lay in the small area around Fifth and Broadway downtown. The first modern shopping center, built in Linda Vista, would not materialize for another 40 years.

In 1908, a home buyer could still purchase a lot and order a custom-built California bungalow from catalogues at a cost of a few thousand dollars. The era of mass-produced urban tract homes that would dramatically increase housing and forever change the suburban landscape was decades off. And with San Diego only beginning to emerge from its horse-and-buggy days, who could have predicted a society dependent on cars? When Nolen spoke of building wider highways, he was thinking of European-style boulevards, not the freeways that would become vital transportation arteries.

Still, in its broadest outline, the Nolen plan laid out guiding principles that have been echoed in succeeding plans, both official and unofficial. Against the backdrop of what Nolen considered San Diego's "permanent attractiveness beyond all other communities," he envisioned development of a civic center of downtown public buildings, more urban open space, parks and playgrounds and a bayfront with promenades and public amenities — all of them goals as valid today as when Nolen first wrote about them. At the top of the list? Building a city to capitalize on its many natural assets and climate.

"The scenery is varied and exquisitely beautiful," rhapsodized the landscape architect from Massachusetts. "The great, broad, quiet mesas, the picturesque canyons, the bold line of distant mountains, the wide hard ocean beaches, the great Bay, its beauty crowned by the islands of Coronado, the caves and coves of La Jolla, the unique Torrey Pines, the lovely Mission Valley, these are but some of the features of the landscape that should be looked upon as precious assets to be preserved and enhanced."

His emphasis on developing a functional and beautiful city, harmonizing with an equally beautiful natural setting, is a theme often repeated in the 14 other plans and studies discussed in this document. Some are official planning documents offering comprehensive guidelines for the entire city. Others represent the visions of the city's leaders and planning consultants, and although never officially adopted, they often influenced the shape of municipal and regional planning debates. Some are broad and general, while others focus more narrowly on neighborhood or economic issues. But collectively, the plans and reports offer a rich mosaic of visions expressed during the course of the city's 20th-century development.

Knowing what planners, city officials and civic leaders hoped would happen makes it easier to measure their goals against present realities and to measure which ideas materialized and which did not, which are still relevant and which are not. Examining their goals and strategies is a guide to where the city has been. As San Diego prepares to update its General Plan at the end of the 20th Century, the review is also meant to serve as useful background for those who will help determine where the city will go in the 21st century.

Most of the plans and reports discussed here were prepared during the past 25 years, a time of booming growth and occasional recessions, crumbling inner-city's infrastructure, traffic congestion and the need for downtown revitalization, neighborhood empowerment and new jobs.

Despite the diversity of challenges, virtually all the plans share some common visions: They seek to preserve the character of neighborhoods and decentralize services for them. They foster creation of employment and housing opportunities for all San Diegans. They take a regional perspective on a wide range of issues, from housing to public transportation, and treat Mexico's Baja California as an important element in the San Diego region. They support clear growth guidelines, development of a diverse economy, plenty of clean industry, an improved public transit system and well-maintained city services and structures.

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### **San Diego's Planning Roots**

City officials and civic leaders approach these goals through a planning process that has evolved from Nolen's earlier work, although few recognized its significance at the time his study first surfaced. More than a decade later, Nolen's planning skills would be tapped again when San Diego officials decided to pay the Boston consultant \$10,000 to draft a plan for the city, harbor and parks. Completed in 1926, the plan became a cornerstone of urban design and marked the advent of the city's official planning process. A planning department was formed, and Kenneth Gardner, a Nolen employee, was named its first planning director.

During the Depression years that followed, the tough economic times did nothing to diminish San Diego's civic pride. City leaders staged the Californian Pacific Exposition of 1935-36. It was a follow-up to the successful Panama-California Exposition of 1915-16, which gave Balboa Park its historic Spanish-Moroccan style architecture on the park's Prado. Along the downtown waterfront, a new civic center was built, a Works Project Administration project that remains a handsome jewel on the bay.



Meanwhile, the city's fledgling planning process entered its halcyon days. In 1931, voters approved a new council/manager form of government that allowed the planning department to function separately from the city manager. A zoning ordinance was approved. The Works Progress Administration funded a textbook on city planning for schools. But many of these efforts took place when development pressures on elected leaders were almost nonexistent.

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## Postwar Boom

It fell to the next generation to draw in the details of the plans that struggled to reconcile the desire to protect San Diego's environment and quality of life with the gritty realities of economic forces and rapid development. World War II and its aftermath had turned San Diego into a busy center for military bases and defense work. Starting in the 1950s, the "great, broad, quiet mesas" admired by John Nolen began to fill with factories, homes and highways, and the "lovely Mission Valley" turned so urban that some called it a second downtown.

The city responded but not without a struggle. Voters rejected the 1965 plan and the city had to come up with a new one. By 1967, the city had approved a *Progress Guide and General Plan* that included some of the fundamentals of the future growth management plan, from compact development to preserving open space. The city was not only looking to modernize its policies, it sought to democratize the planning process as were established to give residents and others more of a voice. More than 40 of these groups currently exist.

Rapid growth in the 1950s and 1960s brought its share of civic amenities and landmarks to San Diego, among them the creation of Mission Bay Park, Sea World, a stadium, a sports arena and a new City Hall and Civic Theatre on a downtown community concourse. Such projects were applauded. The real growth debate moved to the suburbs, where thousands of tract homes, serviced by strip malls, were going up.

As growth accelerated, environmentalists argued urgently for more protections, from the coastline to the inland canyons and mesas, where bulldozers leveled mesa tops and filled canyons for housing. At the state and local level, voters showed their desire to protect their natural assets. During the 1970s, the California Coastal Commission was created to protect the coastline and push for development of local coastal programs from coastal communities, among them San Diego. In 1978, San Diegans passed a bond measure to raise money to acquire open space.

Pete Wilson, who was elected San Diego's mayor in 1971, hardly had a chance to warm his mayoral chair before the buyers of Mira Mesa tract homes were picketing City Hall. Their new subdivisions lacked schools and other public services. Wilson, who later went to the U.S. Senate and then became governor of California, put the city's planning issues at the top of his political agenda.

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## Growth Management And Redevelopment

For San Diego, 1975 proved to be a watershed year. The City Council

adopted a growth management plan structured around the timing and location of development and a mechanism for shifting the public costs of building and installing public services to the developers. The same year, the council created the Centre City Development Corp., the city's downtown renewal arm.

These planning accomplishments stirred a measure of controversy, particularly over suburban development. Debate raged over whether the city should use its powers to slow growth or simply accommodate residential construction in a more orderly way.

Two sweeping planning visions from the 1970s — the unofficial *Temporary Paradise?* report and the City Council-approved *Progress Guide and General Plan* — reflected the nuances of the differing points of view. *Temporary Paradise?*, published in 1974 by consultants Kevin Lynch and Donald Appleyard and funded through a grant from the Marston family, urged stronger environmental planning and offered ideas for balancing growth, new infrastructure and ecology.

The report advocated slowing, though not altogether halting, the rapid development of the inland suburbs. The consultants warned the city could not rely on zoning and subdivision control to "stem the tide of development."

"Experience shows that those familiar devices are often impotent where development pressures are strong, and there is no established community to make a resistance," noted the report.

Among the ideas for putting on the brakes, the report suggested controlling growth by having the city extend services gradually to outlying areas, not at the developers' request. Developers would then be forced to wait in areas still lacking public services. The report also recommended reducing the size of the subdivisions that any one developer could build. And new development would be expected to pay for all the public services it required, "not only the initial construction costs, but the running costs, and those more intangible losses of traffic, smog, wasted water, and so on."

City officials did not include the report's most extreme development-slowness tactics in the city's growth management plan adopted five years later. Slow-growth opponents argued that restricting construction was an elitist idea that would boost housing prices beyond the means of less affluent San Diegans.

Nevertheless, the city's growth management plan did incorporate, in part, the idea of making new development pay for itself one of the concepts embraced by the *Temporary Paradise?* authors. In 1979, when the City Council adopted the new *Progress Guide and General Plan*, it incorporated the previously approved growth management requirement that developers pay fees in advance to cover the cost of installing parks, roads, branch libraries, schools and other services as a condition of project approval. At the time, city officials did not realize how crucial that requirement would become. They did not anticipate the eventual municipal budget fallout caused by Proposition 13, the statewide tax-cutting initiative approved by voters in 1978. Initially, the state was able to cushion the fiscal blow to local governments by distributing state budget surplus money. So during the 1979 debate on the general plan, no loud Proposition 13 warning bells went off.

In contrast to the growth "retardation" recommended in *Temporary*



*Paradise?*, under the growth management philosophy of the General Plan, the goal was not so much to limit construction as to avoid "leapfrog" development and the cost of urban sprawl. On the recommendation of city consultant Robert Freilich, the growth management plan separated the city into three tiers: urbanized, planned urbanized and future urbanizing. Construction was encouraged in established neighborhoods and suburban areas already undergoing development. Residential construction was to be discouraged in the future urbanizing area, the vacant land on the city's peripheries. The plan also called for the preservation of open space.

While not perfect, the growth management plan seemed to function. Its policies provided a framework for development through a recession in the late 1970s and early 1980s into a period of massive development in the mid-1980s when the number of building permits topped more than 15,000 a year, about triple the normal number.

### **Citizen Reactions**

During the height of the development bonanza, the council was under increasing pressure to take stronger growth control action. Council actions viewed as unduly hastening development ran into trouble. For instance, the public strongly backed the growth management plan's concept of reserving vacant land for future development, so much so that voters rebelled when the City Council approved a religious organization's proposal for a university, thousands of homes and an industrial park in the future urbanizing area. In 1985, they passed a ballot measure, Proposition A, which not only rescinded the council's approval for the massive development proposal, it required a vote of the people for any early development at a higher density in the future urban zone.

Responding in part to the growing public outcry and the formation of grass-roots slow-growth groups like PLAN! (Prevent Los Angelization Now) the council acted in 1987 to impose a true growth limit, the Interim Development Ordinance. It allowed 8,000 new units city-wide per year and lasted for about 18 months. The voters may have believed the restrictions had gone far enough. In 1988, voters faced two growth control ballot measures for the city and another two for the county. All four were strongly opposed by both the development industry and business community, and all four went down to defeat. But the voters did approve a county-wide advisory measure, Proposition C, that encouraged cooperation in regional planning. In its aftermath, the San Diego Association of Governments, with 18 cities and the county as members, drafted and approved a regional plan that dealt with county-wide economic and environmental issues ranging from housing to open space protection.

Meanwhile, in the older urban neighborhoods, the growth management plan worked a little too well, often filling up its vacant lots or replacing old homes with small, dense apartments and condos. That is what the plan intended, and as an incentive, developers in those neighborhoods were exempt from the fees imposed on suburban developers. But neighbors complained the new housing was poorly designed, created traffic and parking headaches, caused school overcrowding and overwhelmed an already deteriorating infrastructure. The city had little funding to shore up public services as Proposition 13 began to take its fiscal toll on local government revenues. While the vision of compact development took shape, its financial implications went slightly awry.

## **Recession Slowdown, "Business Friendly"**

The era of growth management wound down at the turn of the decade as the supply of available raw land dwindled and San Diego's economy went into a tailspin. Slow-growth advocates finally got their wish: The recession nearly brought development to a standstill. But it also hit the business community hard and cost workers tens of thousands of jobs. Many defense contractors downsized or left town, and the city struggled to diversify its economy.

In that atmosphere, Mayor Susan Golding took office in 1992, promising business-friendly policies. Planning regulations were deemed too numerous and onerous, and some were streamlined out of existence. Community planning group leaders were dismayed, fearing that neighborhood planning would suffer.

Golding countered with measures aimed at helping neighborhoods revitalize and noted that the city had to act to boost its employment base and help diversify the economy. Between 1990 and 1993, the local economy lost 58,500 jobs, she noted.

"Over the past several years, the mayor and City Council have reshaped City Hall into a partner to progress rather than an obstacle," she said in "Charting a Course for the 21st Century," her 1996 economic plan. "Many regulations and policies that have impeded progress have been eliminated. Onerous fees and taxes have been slashed. Our permit processing systems have been overhauled and streamlined to reflect a new business friendly attitude at City Hall."

During the 1990s, city planning grew less and less visible. In 1991, the Planning Department and the Planning Director, previously an official who answered directly to the City Council, were moved under the city manager's control. In 1994, as an early step in business center restructuring, the Planning Department was divided in two, with all permit-related activities going to the Development Services Department. The Planning Department continued to update community plans and do other traditional planning functions as well as some major city-wide projects such as the Naval Training Center reuse and zoning code update. Two years later, the Planning Department lost its separate identity altogether during a city government restructuring. To assemble functions critical to neighborhood development, the City Manager consolidated planning, economic development, redevelopment, community services and code enforcement into a new Community and Neighborhood Services Business Center along with library and park and recreation functions.

But in the mid-1990s, the economy began to surge and, with it, demand for housing. Recognizing the need to prepare for the coming wave of development, the city's planning functions were again reorganized. A new Planning and Development Review Department was created in 1998, combining the former Development Services Department with Community Planning and Development. The department has a director and two assistant directors, one for current development planning and review and a City Planner who oversees long-range community planning and the Multiple Species Conservation Program. The City Planner -- the first true long-range planning leader for the city since the previous planning director resigned in



1996 -- has a voice in the City Manager's policy-making machinery and sits in on high-level meetings. Under the new consolidated planning effort, the city is poised to deal equally with its present and the future.

Despite the shrinking of the city planning structure, this decade was not a replay of the early 20th century smokestacks-versus-geraniums debate with smokestacks alone winning out. The leaders of the 1990s argued for both economic growth and beauty. They continued to dream and plan. In the mayor's economic plan, for instance, she noted that even while the city was pursuing its pro-business policies, it was working on plans for the "most far reaching and innovative habitat preservation program in the United States We are showing that aggressive economic development and environmental protection are not incompatible objectives."

Other concepts in the 1990s, such as the proposed downtown government building district and bayfront plan, were modern-day versions of enduring ideas expressed in the Nolen plan at the start of the century. Still other planners continued to build on the earlier success of downtown redevelopment, hoping to spread revitalization into the blighted sections of Centre City East.

While the recession knocked suburban developers for a loop, some residential developers continued to build or renovate, although projects were smaller in scale and fewer in number. The best of these projects — some completed with redevelopment subsidies or low-income housing assistance — were widely praised for setting a high standard for quality affordable housing in older neighborhoods. A notable example is the Mercado apartment complex in Barrio Logan, a handsome, well-maintained development that transcends the barrio's bleak warehouses, machine shops and junkyards.

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### Where are We Now?

San Diego has grown from a small town to a city of 1.2 million people living in 42 communities sprawled across the city's 325 square miles. The city — the sixth largest in the nation — is the urban centerpiece of a county where the burgeoning population exceeds 2.8 million. More than 1 million people live across the border in Tijuana, Mexico.

After a severe five-year recession, the loss of thousands of defense-related jobs and the fiscal noose imposed by Proposition 13, San Diego has bounced back economically. In a matter of a few years, it went from a city heavily dependent on military and defense spending to one that is far more diversified. While defense is still an important part of the economy -- San Diego has been designated as a Navy **megaport** — high technology companies also are booming. Job openings for engineers totaled more than 2,500 in late 1997, according to one survey. Bioscience companies are proliferating, with about 250 them operating in the region. San Diego is no longer viewed as a cul-de-sac on the far edge of the nation; it has become a trading power on the frontline of the Pacific Rim.

As city officials prepare to update the General Plan, the strengthening economy may well reignite some of the past planning debates that traditionally emerged in boom cycles. Already the region's economic and corporate leaders have expressed concern over whether San Diego will be able to generate enough affordable housing to serve the workforce they need.

Meanwhile, the city's infrastructure demands repair and expansion to keep up with the expected growth.

### **Where Do We Grow from Here?**

San Diego has its share of residents who wish the city would stay the way it is, as evidenced in the 1980s by the bumper stickers that read, "Welcome to San Diego Now Go Home." During the depth of the recession in the early 1990s, when local jobs were scarce, people actually began moving away from San Diego. But once the economy improved, the population began to grow again, and analysts predict that trend will continue.

The San Diego Association of Governments, the regional planning body, forecasts that county-wide, the population will grow from 2.7 million in 1995 to 3.8 million in 2020, a 43 percent increase. The housing stock is expected to rise from 996,700 homes to 1.4 million, a 41 percent increase.

Where will those new homes go, especially as the last large undeveloped tracts fill up? What is the city of San Diego's fair share of the new homes? How much housing should be produced in the North County, where many of the high tech and biotech employees work? How will the city pay to extend public services? Fix and expand its existing infrastructure? How can the development be accomplished without destroying too much of San Diego's treasured open space? These old questions are likely to figure prominently in the current round of planning debates.

Have the past policies and strategies addressing these growth issues made a difference in shaping the city into its present form? The authors of the 15 plans described above suggest the city is evolving along the lines of a common vision, despite the mistakes, oversights and some unforeseen consequences.

The Progress Guide and General Plan, passed nearly two decades ago, clearly had an impact on development patterns, reflected in master planned communities like North City West (now Carmel Valley), the slower development on the city's outer edges, the dense apartment projects squeezed into older central neighborhoods and the success of redevelopment, particularly downtown.

Updated in 1992 with a new Guidelines for Future Development only, the General Plan continues to emphasize the preservation of valleys, canyons and open space throughout the city, one of the most universal goals in plans going back to the early part of the century.

As Adele Santos noted, the job of protecting enough open space for the future is far from complete. Even so, she acknowledges progress. The Multiple Species Conservation Program is designed to ensure that large tracts will remain undeveloped. And over the years, open space has been acquired and protected through deals with developers as well as through public purchases. One notable example is the regional park in Peñasquitos Canyon. Another is Mission Trails Regional Park in the East County. Both are large natural oases surrounded by residential neighborhoods.

Some of the city's other past visions and goals have not materialized yet, but they still reappear in plan after plan. In 1908, John Nolen talked of the



importance of connecting San Diego to the rest of the country through the San Diego & Arizona Eastern rail line. In the 1980s, a storm washed out the tracks and shut down the freight service between San Diego and Plaster City. But rebuilding the line turned up as one of the goals in the mayor's 1996 strategic economic plan.

While some of the plans took time to succeed or fell by the wayside, others became a reality in short order. Often those were the visions and goals with broad political support, an implementing plan and a financing mechanism.

Downtown redevelopment — a legacy of Wilson's mayoral tenure — was the most visible example. In the 15 years after the Centre City Development Corp. was established all three of the proposed main projects — Horton Plaza shopping center, the downtown convention center and the Marina housing district — were built. The historic Gaslamp Quarter was renovated and turned into a vibrant center for dining and entertainment. New single room occupancy hotels were built with such quality that they earned awards and national admiration. The number of residents living downtown grew from a few hundred in the 1970s to more than 20,000 in 1998. More than 4,250 downtown units have been built with the help of redevelopment subsidies.

But not all goals have benefited from solid political backing, and, in the plans examined, some appear to be headed in different directions. For instance, developers like pro-business measures that cut regulations. But community activists may view these same regulations as important tools to maintain the quality of their neighborhoods. One specific example occurred after the General Plan of 1979 included support for development of balanced communities, with housing to accommodate all different socioeconomic levels to be scattered throughout the city. Attempts at implementing the concept drew heated arguments and opposition from those who said land in high-income neighborhoods was too expensive for affordable housing projects.

Are there new, better ways to achieve balanced housing? And what about issues that haven't been addressed in past reports? With the recent emphasis on improving neighborhoods and decentralizing services, what is the future vision for downtown? Does San Diego see itself becoming a collection of neighborhoods or a city where residents from all neighborhoods have a single place where they can gather? How far should the city go in dismantling development regulations in its quest to increase the affordable housing stock? How much say should neighborhood leaders have in the city's land use decision-making process?

Other questions undoubtedly will continue to swirl over which of the numerous proposed individual civic projects should be pursued as part of a larger comprehensive plan, whether it is a new City Hall, a better library system or a downtown ballpark.

According to Nolen, the most certain thing about planning is that it is a continuous process that must constantly adapt as a city grows.

"The emphasis needs to be placed less on the original plan and more on the replanning or remodeling," he wrote. "The beautiful cities of Europe, the cities that are constantly taken as illustrations of what modern cities should be, are practically without exception the result of a picturesque, accidental growth, regulated, it is true, by considerable common sense and respect for art, but improved and again improved to fit changed conditions and new

ideas."

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## A Brief Look at San Diego's Plans

Much of the city's development, large and small, or only in the proposal stage has been influenced, at least in part, by the forward thinking of planners, civic leaders and city officials.

The following is a synopsis of past reports and plans that helped give the city direction and set the stage for the next round of general planning. Not all of the city's many past studies are listed, of course, but it is a representative sampling that offers a broad portrait of where citizens and planners hope to lead San Diego.

They are divided into three categories: approved plans that serve as official policy guides, conceptual reports that offer visions but are not adopted and economic reports that focus on the business side of the growth debate.

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### Approved Plans

- ***Progress Guide and General Plan (1979)*** The document refined the city guidelines for growth management first adopted by the City Council four years earlier. The Guidelines for Future Development portion of the plan was amended as recently as 1992, and the plan is still considered sound and viable in its principles. It is the operating vision for the city of San Diego. According to the plan, it was designed to offer a comprehensive strategy to respond to public concerns over growth, housing density and development patterns and environmental protection.

Its basic goal is a single statement — the "fostering of a physical environment in San Diego that will be most congenial to healthy human development." In reality, the plan included a complex framework of policies addressing issues ranging from new housing and redevelopment to land conservation and social concerns such as encouraging balanced communities offering housing for all income levels.

The plan's growth management guidelines spelled out a system for phasing in residential construction. It encouraged "in-filling," or building on vacant lots in older neighborhoods and tried to direct the bulk of new development to suburbs like Mira Mesa, where development already was underway. Developers paid fees to cover the cost of installing public services and help provide classrooms, and they had to show that the city had enough water and sewer capacity for the new subdivisions. Master plans for the large new communities -- for example, North City West (now Carmel Valley) — were encouraged. However, the vacant outer fringes of the city, the future urbanizing area, were earmarked for development in future decades when needed. The three-tier system — urbanized, planned urbanized and future urbanizing — was designed to provide enough housing to meet the demands of a growing population, while reducing the public cost of extending public services to the suburbs.



Hardly limited to housing, the plan encouraged development of employment centers near residential areas, mass transit alternatives for the new communities and preservation of open space that could not only protect natural features but serve as a buffer between developments.

For urban areas, the plan cites the need for public and private reinvestment, although the city was caught off guard by the extent of development in older neighborhoods, resulting in overcrowded schools and overburdened public services. Redevelopment was considered a valuable tool for blighted areas of downtown and some urban neighborhoods.

As the amount of developable land dwindles, as the city's economy and culture change and as the older urbanized communities face serious public facility and infrastructure deficiencies, the City Council sees a need to update the 1979 plan again. The goal is to add a strategic framework element, update the existing elements and develop an implementation program.

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- ***Regional Growth Management Strategy (1993)*** In 1988, voters approved an advisory measure calling on local government to prepare a regional growth plan. Five years later, the San Diego Association of Governments (SANDAG), made up of the region's 18 cities and the county, delivered a regional strategy to deal with traffic jams, overcrowded schools and other impacts of the rapid development of the 1980s. The strategy concentrated primarily on nine environmental and economic factors: air quality, transportation systems, water, sewage treatment, sensitive land and open space protection, solid waste, hazardous waste, housing, and economic prosperity.

SANDAG's regional plan, adopted by the its board and individual member jurisdictions, tried to integrate different elements into its recommendations. For instance, its suggested land use policies called for the highest density of housing to go up near community centers and public transit stations. Similarly, libraries, civic buildings, urban parks, hospitals, and churches would be near transit stops.

For the most part, SANDAG does not have the power to impose land use policies on its member jurisdictions and relies on them to comply voluntarily. Twice since 1993, SANDAG's members have certified that they are making progress on the quality-of-life factors in the strategy.

As residential growth slowed and agencies grew more alarmed about the flagging economy, SANDAG concentrated on its regional economic prosperity strategy. The strategy, approved in 1995, urged education, business and labor to cooperate in the effort to revive the economy. It also advocated investing in small start-up companies and training workers so they could meet the demands of the workplace. A SANDAG committee, chaired by San Diego City Councilwoman Christine Kehoe, will update the regional economic prosperity strategy in 1998.

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- **Consolidated Plan (1997)** The San Diego Housing Commission, the city's Community and Economic Development Department, the County Office of AIDS Coordination and the Regional Task Force on the Homeless collaborate to produce a comprehensive community development plan. Required annually by the federal Housing and Urban Development Department (HUD), the current plan's goals include providing decent housing, expanding economic opportunities and making neighborhoods safer and more livable.

Originally approved by the federal government in September 1997, the document's emphasis is on coordinating and integrating the city's affordable housing programs with the neighborhood revitalization and partnership concepts embodied in the Livable Neighborhoods Initiative and the Renaissance Commission.

One of the plan's main priorities is to increase the amount of affordable housing for low-income households and preserve the existing housing stock. The plan includes programs for the homeless and extension of human services to those who need them.

### Conceptual Reports

- **The Nolen Plan (1908)** The granddaddy of San Diego's urban studies, John Nolen's Comprehensive Plan for San Diego, signalled a wakeup call for a city in search of a vision. Nolen chided the city for having a plan that "is not thoughtful, but, on the contrary, ignorant and wasteful." He winced at the narrow, monotonous city streets, some of which had destroyed scenic canyons and valleys, and criticized the small size of downtown blocks, shortened to create more corner lots to sell to businesses. He attributed the mistakes of the past to "a low standard of city making, a disregard of the future, and a lack of civic pride."

In Nolen's view, the city needed a plan that would provide the impetus for "a great system of parks well connected by boulevards," a plaza to serve as a centerpiece for well-designed public buildings and a "broad esplanade" on the waterfront. He offered 10 specific recommendations, including preservation of beaches and other open space for the public, increasing the number of small squares "to open, ventilate, and beautify the city," and creation of a "Paseo" connecting the bay and Balboa Park. He envisioned a civic center around a plaza formed on the bounded by Broadway (then still called D Street), C and Front streets and First Avenue. At the time, civic leaders did not accept this proposal, but Nolen's second plan proposed a bayfront civic center, which eventually led to the construction of the County Administration Center. As for neighborhoods, Nolen recommended wider, more varied street configurations, but mostly he concentrated on public spaces, structures and infrastructure.

Nolen's first study was not commissioned by the city. He was hired by the Civic Improvement Committee, a group of downtown business leaders, led by department store founder George W. Marston. The city hired Nolen in the 1920s for another study that would lead to a master plan.



- ***Temporary Paradise?* (1974)** Widely heralded as the forward-thinking document of its time, this unofficial report by consultants Kevin Lynch and Donald Appleyard is still valued by environmentalists and community leaders.

It bears some striking parallels to the first Nolen plan. For instance, both studies came about with help from the Marston family, which provided a \$12,000 grant for *Temporary Paradise?* Both advocated city plans that preserve the beaches, valleys, canyons, bays and other natural resources for all San Diegans. And like Nolen, Lynch and Appleyard were not reluctant to point out past planning failures. They harshly criticized the urbanization of Mission Valley in the 1950s, saying it had become "a chaos of highways, parking lots, and scattered commercial buildings. The city should erect an historic monument to that tragic event. It struck a double blow: one directed both at the landscape and at the economy of the center city."

But unlike the Nolen plan, which had little to say about housing issues, *Temporary Paradise?* focused heavily on the problems associated with rapid residential development such as pollution, traffic jams and overextended public services. As noted previously, the report suggested ways that municipal government could slow growth, particularly for the inland suburbs.

Growth would be funneled into existing neighborhoods, a key concept incorporated later into the city's growth management plan. At the same time, the city would help restore and improve the character of the city's various communities.

The report's transportation goals foreshadowed the plans and actions of the city and the region, from improving bus service pedestrian walkways, and bike paths to building a fixed rail system. *Temporary Paradise?* advocated a fixed rail line from Tijuana to Mission Bay. Seven years later, when the Metropolitan Transit Development Board opened the first leg of the San Diego Trolley, the line operated between the U.S.-Mexico border and downtown San Diego.

*Temporary Paradise?* also was among the first reports to view Tijuana as part of the San Diego region. The report urged stronger ties with Mexican neighbors and the creation of binational institutions such as training centers or a university. The report also favored relocating Lindbergh Field to a new international airport on Otay Mesa to help stimulate the border economy while freeing Lindbergh land for urban development. The City Council actually pursued the possibility of an Otay Mesa airport, but the proposal died after South Bay and Tijuana leaders opposed it.

One of the plan's more visionary ideas was to finish developing Mission Bay and create a waterway to connect it to San Diego Bay. The bay-to-bay link is still a popular concept and is carried as a vision in the North Bay Revitalization Plan.

The centerpiece of *Temporary Paradise?* is its comprehensive environmental plan, to be developed by a special environmental

planning and design section in the city's Planning Department. Among other activities, the section would make recommendations on urgent issues, ranging from surveying urban and rural areas to determining their future growth capacity and reclaiming San Diego Bay for public use. Policies would be put in place to conserve water and other natural resources.

- ***Alternative Futures for San Diego (1987)*** As slow-growth campaigns sought caps on development (initiatives ultimately rejected by voters), the City Council authorized an updating of the city's growth management program and General Plan review. A City Council appointed Citizens Advisory Committee on Growth and Development worked with Planning Department staff to generate the *Alternative Futures* report. Defining vision as "an expression of our highest aspirations," the report repeats many of the goals in *Temporary Paradise?* and the 1979 General Plan.

Advisory committee members wanted balanced communities with housing opportunities for all socioeconomic levels and properly funded public services. Older neighborhoods would be revitalized, while retaining their special character and history. Services and recreational amenities would be distributed equitably to various parts of the city.

Canyons, river valleys and lagoons would be preserved, the air and water would be clean, and environmentally sensitive habitats would be protected. San Diego would have programs to reduce dependency on gas, oil and imported water, and the city budget would have enough funding to provide public services and facilities throughout the city. The sewer system would be dependable, environmentally friendly and equipped for recycling.

The county's future transportation system would have a regional airport that could meet air traffic demand, freight rail line services, public support for mass transit and county-wide commuter rail service. Regional and local transit systems would be integrated.

As for the economy, the committee envisioned enough new jobs and housing to accommodate the population, with opportunities for a range of skill levels. Basic industries -- among them, manufacturing, tourism, aerospace, fishing and ship building — would flourish and increase their payrolls. The city would have first-rate educational and cultural institutions.

The report discussed the pros and cons of several conceptual alternatives for managing growth without endorsing any particular alternative. Although the General Plan review was never completed, the *Alternative Futures* report was formally accepted by the City Council in March 1987. The growth management project did lead to several new regulatory measures, including the Single Family Protection Program, the adoption of facility financing fees for the urbanized communities, the Interim Development Ordinance (IDO), the Resource Protection Ordinance and a program to bring zoning into conformance with adopted community plans.



- ***Action Plan-Urban Form Workshop (November 1991)*** Facilitated by Partners for Livable Places, the workshop gathered more than 400 people from the community to help chart a course for the city's future. The resulting report, prepared by the city of San Diego and other community organizations, noted that despite their differences, various interest groups shared most of the same common goals expressed during the previous 50 years. Among the key features of this officially adopted vision were open space conservation and access, neighborhood preservation, a comprehensive transportation system, regional planning, adequate social services and public facilities and economic development.

The workshop's report urged the city to update its *Progress Guide and General Plan* but not replace it entirely. The changes would merely "build on the solid policy foundation of the existing plan" by adding recommendations from the report. For instance, the report favored a utility tax of 2 percent on industrial and commercial property and 1 percent on residential property to help pay for infrastructure repairs in older neighborhoods. It also proposed a "compact" with a selected community. The "laboratory" neighborhood would be offered new parks, schools, libraries or other improvements in exchange for allowing a higher density of homes.

With the economy heading into the doldrums in the early 1990s, the report recommended a "coherent marketing and business plan" and the examination of the current impediments to permit processing, and irrational regulations for development." The report said that "the city needs to make the review process accessible and user-friendly to encourage new development opportunities," striking a tone in sharp contrast to some of the growth-limiting strategies recommended in the earlier "Temporary Paradise." Nevertheless, on environmental issues, the Urban Form report praised "Temporary Paradise" for warning San Diegans that they should take strong action to create a greenbelt of sensitive lands. To achieve the goal, the workshop recommended creation of a regional nonprofit land trust to buy open space with funds from an open space bond issue.

The Urban Form action report was formally accepted by the City Council in November 1991.

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- ***Vision and Implementing Principles for the City of San Diego (1992)*** Drafted by the Partnership for San Diego, the document offered a straightforward vision statement and implementing principles in a dozen different areas, including education, economic opportunities, safe and attractive neighborhoods, environmental resources, mass transit, and affordable housing.

The report included a three-paragraph basic vision statement that said, in part, "We seek to establish a dynamic, progressive, binational, Pacific Rim community that celebrates its ethnic and cultural diversity while promoting a diverse economic base and a high quality of life for all."

The Partnership, a group made up of many of those who participated on

the Urban Form and Economic Development Task Force studies, hoped that the city would use the report as a policy guide. Eventually, the group wanted its vision as the official guiding statement for the *Progress Guide and General Plan*.

The partnership proposed that a citizens committee issue an annual report card on how well Planning Commission and City Council actions and policies measured up to the Partnership visions. The committee also would have reviewed the principles periodically and make any needed changes. The City Council, however, never approved the vision program, despite support from then Councilman John Hartley, who had helped organize the Partnership study.

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- ***Livable Neighborhoods Initiative (1994)*** As the city's older communities fought blight and a deteriorating infrastructure, Mayor Golding called on the city to focus on neighborhoods. The result was the Livable Neighborhoods Initiative, which targeted a dozen neighborhoods -- all but Mira Mesa located in the older sections of the city -- for special municipal attention.

The city created interdepartmental teams to work with the communities to come up with revitalization programs tailored to their needs. The teams established close communications with community leaders, responding to problems and helping them obtain neighborhood improvements. (During fiscal 1996, each team had \$ 17,000 in community block grant funding). In Centre City East, for instance, the program resulted in planting 600 trees. The effort is now evolving from a pilot project to an institutionalized program, using Livable Neighborhood principles in the city's day-to-day business.

A related neighborhood effort involves creating community and neighborhood service centers. These centers are part of a broad commitment to provide more customized staff and services that meet the needs of different communities.

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- ***Renaissance Commission Report (1996)*** In her first inaugural speech, Mayor Golding described San Diego as "a city of neighborhoods" and said San Diego should take the lead to "restore and preserve its human scale." Among other initiatives, she formed the Renaissance Commission, a group of community and business leaders asked to study ways to protect newer communities and revitalize the older ones. She asked the group to pinpoint problems that crossed community boundaries and identify methods of improving the delivery of city services to the communities.

The commission responded with five major recommendations. It said the city should restore public trust in the neighborhoods by decentralizing services and giving people better access to them. The commission wanted neighborhoods to have a stronger voice at City Hall on matters affecting them. For older crime-ridden neighborhoods, the city should create a neighborhood revitalization **superfund**. Businesses should join the partnership of city and neighborhood, said the commission. And for young people and seniors, the community's



gyms, churches and community centers ought to be opened for after-school activities and other community programs.

Although the City Council accepted the commission's report and passed its recommendations to the council's committees, only one — the decentralized community service centers -- has materialized so far. The superfund received a small amount of funding for one year.

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- ***Towards Permanent Paradise (1995)*** — Citizens Coordinate for Century 3 has begun a campaign to revive the main visions and ideas contained in the 1974 report, *Temporary Paradise?* Since the year it appeared, notes the civic group, the region's population has surged from 1.5 million to more than 2.5 million, and many have sealed in sprawling coastal and inland suburbs rather than the compact communities recommended by *Temporary Paradise?* authors Lynch and Appleyard.

The C-3 project aims to develop an implementation plan for the principles. "This strategy will include principles and public policy recommendations that strike an effective balance between the built and the natural environment," states C-3 in its literature.

C-3 has set up a subcommittee to complete the implementation plan by spring 1998 for use by the organization in developing policy positions on issues.

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- ***San Diego Grand Design*** — (1997) Prepared by Adele Naude Santos and Associates and Andrew Spurlock Martin Poirier Landscape Architects, the *Citylinks* document explores a vision of San Diego in which an open space system connects San Diego's communities. Intended as an educational tool rather than an action plan, the report offers a framework to help guide the community planning process.

Noting that the linked open space concept has existed since the days of John Nolen, the authors say, "The existing parks, accessible open spaces and dedicated bike routes form the beginning of such a system but are neither complete, nor evenly distributed through the city." The report proposes a system that uses natural features as landmarks for navigating around the functional part of the city. Valleys, for instance, would form a web connecting communities. Projects like the proposed bay-to-bay link are favored as a means of connecting urban areas.

"We propose to strengthen the existing pattern of San Diego as a city of neighborhoods, in which neighborhoods are well defined, each with a distinctive character and sharing amenities in common," stated the report.

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### Economic Reports

- ***City of San Diego Economic Development Task Force Report (December 1991)*** Like the Urban Form report issued the previous

month, the task force also reflected San Diego's economic slump. It offered a grim prognosis for the future unless the city acted quickly and formed a public-private partnership to help with the recovery. With construction virtually at a standstill, San Diego would have to create a more inviting business environment, the report stated, and that meant cutting regulations and speeding up the processing of permits. The task force did not call for the wholesale elimination of environmental rules many developers felt were too onerous, but its report did recommend that the city "develop a reasonable, balanced approach to clarify and simplify current environmental regulations and related requirements."

Two task force recommendations echoed common themes: Revitalizing urban communities and supporting improved communications between San Diego and Mexico.

To help San Diego improve its economy, the task force urged that the city designate a site for an international airport and speed up its construction. It called on the city to leverage public investment in order to build key infrastructure projects and establish the city as a leader in the promoting and a well-educated, skilled workforce for local industry. And it called for city-wide incentives and programs to increase the supply of affordable housing.

This report was formally accepted by the City Council in January 1992.

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- ***CHANGE 2 Report (1994)*** At the behest of Mayor Golding, a task force of business leaders examined city work practices to recommend ways to make them more efficient and competitive. The group, Citizens to Help Advocate Needed Government Efficiency & Effectiveness (CHANGE 2), came up with recommendations in June 1994. During the same period, the city manager embarked on a similar effort called the Streamlining and Efficiency Program (STEP), which sifted through about 3,000 suggestions. Recommendations from both the task force and the city manager's program were sent to City Council committees. Some have been put into effect.

One suggestion put into effect allowed the city to speed up its capital improvement program through better cash management. Another recommendation led to a program improving city competitiveness on projects. Still another urged city departments to buy supplies where they could get the lowest prices.

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- ***Charting a Course for the 21st Century (1996)*** - Citing post-Cold War defense cutbacks and the recession, Mayor Golding led an effort to plan for future economic prosperity with a comprehensive plan to "mobilize the city of San Diego's powers, authorities, and resources into the catalyst for change that is needed." The resulting strategy, approved by the City Council, focused on supporting six industry clusters: telecommunications; biomedical, biotechnology and life sciences companies; electronics manufacturing; defense and space manufacturing; software; and financial and business services.

The plan laid out ambitious goals for economic growth, including

creation of 5,000 new direct jobs a year in the six targeted industry clusters. In the restructured economy, the goal was to make sure San Diego residents "post steady and sustainable annual improvements." The city manager was instructed to work with the San Diego Regional Economic Development Corp. to retain, expand or recruit new companies in these fields. Progress in implementing the plan was to be monitored closely, and a council of economic advisors was to convene once a year to review what had been done and take any corrective actions.

The strategy incorporated a broad range of actions that public agencies could take to complete infrastructure projects that could help the targeted industries. For instance, San Diego & Arizona Eastern Rail line leading east would be repaired and reopened, the port would upgrade its maritime facilities along San Diego Bay, and efforts would continue to secure the region's water supplies.

Other goals involve forming private-public partnerships to take the lead in developing San Diego's "new economy," expanding the city's legislative program to lobby more vigorously at the state and federal level for San Diego's important industries. Schools would be encouraged to offer apprentice and other training program to prepare a skilled workforce.

The City Council adopted the 21st-century report in September 1997, directing the manager to come back with an implementation plan in 90 days. The council adopted the implementation plan in January 1998.

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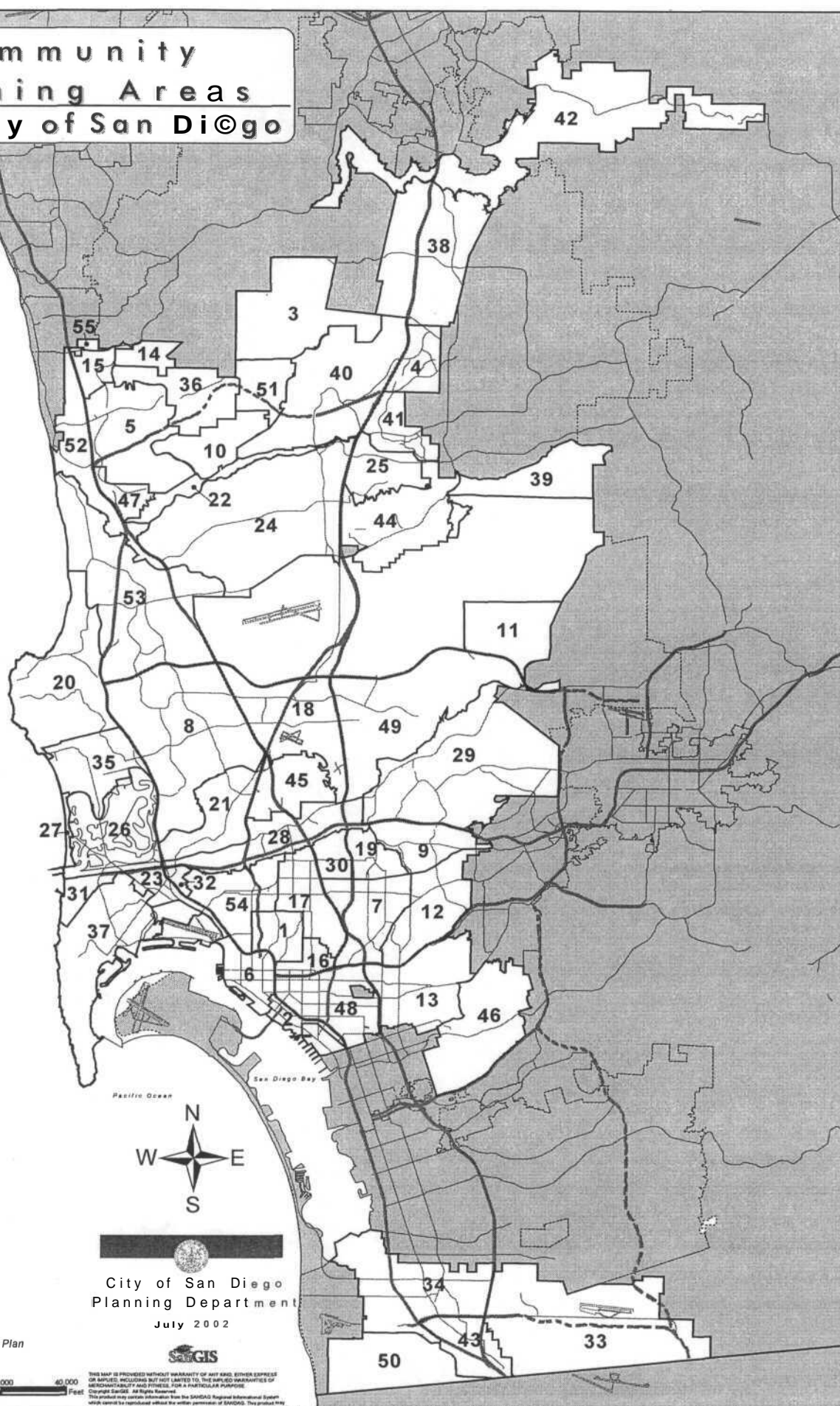
# **COMMUNITY PLANNING GROUPS**

# Community Planning Areas in the City of San Diego

## Legend

### Community Planning Areas

- 1 Balboa Park
- 2 Barrio Logan
- 3 Black Mountain Ranch
- 4 Carmel Mountain Ranch
- 5 Carmel Valley
- 6 Centre City
- 7 City Heights\*
- 8 Clairemont Mesa
- 9 College Area
- 10 Del Mar Mesa
- 11 East Elliott
- 12 Eastern Area\*
- 13 Encanto Neighborhoods\*\*
- 14 Fairbanks Country Club
- 15 Future Urbanizing Area
- 16 Subarea 2
- 17 Greater Golden Hill
- 18 Greater North Park
- 19 Kearny Mesa
- 20 Kensington-Talmadge\*
- 21 La Jolla
- 22 Linda Vista
- 23 Los Penasquitos Canyon Preserve
- 24 Midway-Pacific Highway
- 25 Mira Mesa
- 26 Miramar Ranch North
- 27 Mission Bay Park
- 28 Mission Beach
- 29 Mission Valley
- 30 Navajo
- 31 Normal Heights\*
- 32 Ocean Beach
- 33 Old San Diego
- 34 Otay Mesa
- 35 Otay Mesa-Nestor
- 36 Pacific Beach
- 37 Pacific Highlands Ranch
- 38 Peninsula
- 39 Rancho Bernardo
- 40 Rancho Encantada
- 41 Rancho Penasquitos
- 42 Sabre Springs
- 43 San Pasqual
- 44 San Ysidro
- 45 Scripps Miramar Ranch
- 46 Serra Mesa
- 47 Skyline-Paradise Hills
- 48 Sorrento Hills
- 49 Southeastern San Diego\*\*
- 50 Tierrasanta
- 51 Tijuana River Valley
- 52 Torrey Highlands
- 53 Torrey Pines
- 54 University
- 55 Uptown
- 56 Via De La Valle



City of San Diego  
Planning Department

July 2002



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## **SUMMARY OF COUNCIL POLICY 600-24 REQUIREMENTS**

Council Policy 600-24 sets out standard operating procedures and identifies responsibilities of City-recognized community planning committees. It requires that a planning committee's operating rules and responsibilities (i.e., bylaws and rules of procedure) follow certain rules. Under the policy, each group must provide the City with a copy of the group's bylaws and rules of procedure, up-to-date roster, and approved minutes.

### **COUNCIL POLICY 600-24:**

1. Defines the general purpose of community planning committees and provides for staff assistance to them (Article II, Sections 1-3).
2. Permits the Planning Director and City Attorney to approve amendments to bylaws when they are in **conformance** with the Council Policy (POLICY).
3. Sets upper and lower limits (20 and 12) on the size of planning committees. The upper limit can be exceeded if approved by the City Council (Article III, Section 1).
4. Requires that committee members be at least 18 years of age (Article III, Section 3).
5. Permits further definition of membership eligibility in committee bylaws (Article III, Section 3).
6. Sets limits on length of terms (2, 3, or 4 years) Article III, Section 4).
7. Limits members to 8 or 9 consecutive years of service, and establishes one year as the period of time after which an individual who has served in excess of eight or nine consecutive years may again be eligible for election to the committee (Article III, Section 4). Provides for exceptions to the term limit for up to 25 percent of the voting committee membership seats when individuals are elected by a two-thirds majority vote (Article III, Section 4-2).
8. Requires vacancies to be filled within a specified time frame (Article IV).
9. Consolidates planning committee elections in March (Article V, Section 1).
10. Requires the Planning Department to advertise elections through newspaper advertisements and the planning committees to make a good faith effort to utilize other means to advertise their elections (Article V, Section 2).
11. Prohibits a planning committee from being affiliated with or restricted to a particular religious group (Article II, Section 4).



12. Prohibits groups from being partisan, and from either official or unofficial involvement in election of candidates for political with a community planning group when endorsing political candidates or ballot measures. (Article II, Section 4).
13. Prohibits discrimination on the basis of race, color, sex, creed, national **origin**, sexual orientation, or physical handicap (Article n, Section 5).
14. Requires planning committees to, as much as possible, be representative of the various geographic sections of their communities and/or diversified community interests, and include property **owners**, residents and local business persons (Article **III**, Section 3).
15. Requires that planning committee minutes indicate what projects were acted upon, the vote taken on each project and whether a quorum was present, whether or not the applicant appeared before the planning group, when and what type of notification the applicant received requesting his/her appearance at the meeting (Article VI, Section 2).
16. Identifies duties of community planning groups and group members, such as:
  - a. Working cooperatively with the Planning Department and other City departments through the planning process (Article VI, Section 1.).
  - b. Attending all committee meetings (Article VI, Section 2).
  - c. Conducting meetings in accordance with Roberts Rules of Order, except where as otherwise provided in the Council Policy or bylaws.
  - d. Periodically seeking community-wide understanding of, and participation in, the planning and implementation process (Article VI, Section 3).
  - e. Giving due consideration of all responsible community attitudes which are deemed to be in the best long-range interest of the community at large (Article VI, Section 3).
  - f. In review of a development project, allowing participation of affected property owners, residents and business establishments within proximity to the proposed development and informing and inviting participation from the project applicant each time such review takes place (Article VI, Section 3).
  - g. Maintaining a current, **up-to-date** roster of committee members on file with the Planning Department and City Clerk (Article VI, Section 4).
  - h. Submitting an annual written report of accomplishments and objectives to the Planning Department and City Clerk by February 15th each year (Article VI, Section 4).
17. Requires a quorum, consisting of a majority of the non-vacant seats of the committee, in order to conduct business at a regular meeting (Article VI, Section 2).

18. Require that attendance reports and copies of the approved minutes for meetings be provided to the Planning Department within a certain period of time (Article VI, Section 6).
19. Prohibits charging dues for membership, but permits solicitation of donations (Article VI, Section 5).
20. Requires attendance at an orientation training session administered by the Planning Department (Article VI, Section 6).
21. Prohibits committee members from participating in a discussion as a planning group member or voting on privately initiated projects in which they have a direct financial interest (Article VI, Section 7).
22. Requires planning committee's officers to be selected from and by the members of the committee. Each group must have a chairperson, a vice chairperson and a secretary; other officers are permitted at the committee's discretion (Article VII, Section 5).
23. Specifies that officers shall not serve for more than eight or nine consecutive years (Article VII, Section 1).
24. Provides for the chairperson to be the committee's representative to the Community Planners Committee, although the committee may take action to designate some other member as the official representative (Article VII, Section 5).
25. Requires establishment of specific written policies with respect to:
  - a. Election procedures (Article VII, Section 1-1).
  - b. Conducting committee business and noticing regular meetings (Article VIII, Section 1-2).
  - c. Calling and noticing special meetings (Article VIII, Section 1-3).
  - d. Selecting committee officers (Article VIII, Section 1-4).
  - e. Defining an "excused absence" (Article VIII, Section 1-5).
  - f. Ensuring that meeting agendas are open to input from all committee members as well as the public (Article VIII, Section 1-6).
  - g. Ensuring an opportunity for public testimony and for fair and reasonable debate on issues (Article VIII, Section 1-7).
  - h. Anything else the Planning Department might require (Article VIII, Section 1-8).
26. Requires that individual committee bylaws be amended to conform with the 1989 amendment within 24 months after the enactment of the amendment.





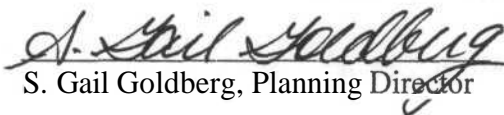
**THE CITY OF SAN DIEGO**

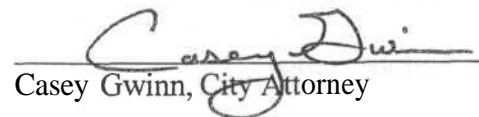
**ADMINISTRATIVE GUIDELINES  
FOR  
COUNCIL POLICY 600-24**

(Standard Operating Procedures and  
Responsibilities of Recognized Community Planning Committees)

City of San Diego Planning Department  
Office of the City Attorney

Approved July 1991  
Amended May 2001

  
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CITY OF SAN DIEGO  
**COUNCIL POLICY 600-24**  
**ADMINISTRATIVE GUIDELINES**

Date: April, 2001

600-24 Reference:

CROSS-REFERENCE GUIDE

**Administrative Guidelines Section**

**Council Policy (CP) 600-24 Section**

- |  |  |
|--|--|
| (1) Encouraging Participation            | Art. III, Sec. 3<br>Art. V, Sec. 2<br>Art. VI, Sec. 3<br>Art. VIII, Sec. 1 (2), (3), (6) |
| (2) Elected Members and General Members  | Article III  |
| (3) Term Limitations                     | Art. III, Sec. 4   |
| (4) Vacancies                            | Art. IV, Sec. 1-2  |
| (5) Committee Rosters                    | Art. IV, Sec. 4<br>Art. III, Sec. 2  |
| (6) General Election Procedures          | Art. VIII, Sec. 1 (1)<br>Art. V, Sec. 1-3  |
| (7) Attendance and Quorums               | Art. VI, Sec. 2  |
| (8) Parliamentary Procedures and Voting  | Art. VI, Sec. 2,3<br>Art. VIII, Sec. 1(2)  |
| (9) Notification of Meetings             | Art. VI, Sec. 3  |
| (10) Annual Reports                      | Art. VI, Sec. 4  |
| (11) Orientation Training                | Art. VI, Sec. 6  |
| (12) Direct Economic Interest            | Art. VI, Sec. 7  |
| (13) Representation at CPC               | Art. VII, Sec. 5   |
| (14) Endorsements                        | Art. II, Sec. 4  |
| (15) Subcommittees                       | Art VI, Sec. 2   |
| (16) Making Amendments to Adopted Bylaws |  |

CITY OF SAN DIEGO  
**COUNCIL POLICY 600-24**  
**ADMINISTRATIVE GUIDELINES**

Date:  
Adopted July 1991  
Amended April, 2001

600-24 Reference: Article III, Section 3  
Article V, Section 2  
Article VI, Section 3  
Article VIII, Section 1 (2), (3), (6)

**(1) ENCOURAGING COMMUNITY PARTICIPATION**

It is essential to the success of local planning committees that broad community participation be encouraged. To this end, Council Policy 600-24 requires that planning committees periodically seek community-wide understanding of, and participation in, the planning and implementation process. Planning committees must provide participation during review of specific development proposals to property owners, residents, and business establishments affected by the proposed project. Any interested member of the public should be allowed to address the proposal, though time limits and the method of participation can be defined by the group.

The policy also requires a good faith effort on the part of the committees to advertise regularly scheduled meetings and annual elections in neighborhood newspapers and other available means. Usually this includes posting agendas and election notices in public locations, such as local branch libraries, recreation centers, community kiosks or bulletin boards. Many community planning committees have developed their own websites upon which election information can be placed. Also, community newspapers carry articles about the planning committees' activities throughout the year, and advertise the groups' elections. Although the Council Policy 600-24 states that the Planning Department will place advertisements in a citywide newspaper, this is not done currently. Such advertisements have proven to be ineffective, and instead, the Department will provide camera-ready community-specific advertisements to planning committees or community newspapers upon request.

An important aspect of ensuring broad community participation includes the Council Policy 600-24 requirement that membership be open to all property owners, residents, and local business persons and that committee membership shall not discriminate based on race, color, sex, creed, national origin, sexual orientation, or physical handicap.

Council Policy 600-24 also requires that, "to the extent possible, [community planning committees should] be representative of the various geographic sections of the community and diversified community interests." As a result, many committees are formed based upon geographic districts, although this is not required. Other methods of ensuring diversified community interests include reserving specified numbers of seats for specific recognized groups (homeowners, renters, businesses) or specific local interests (districts, park and school boards, business associations). All such schemes, embodied in particular committee bylaws, are subject to approval by both the City Planning Director and the City Attorney. If not approved at this level, the Council Rules Committee can review and approve proposed changes.



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600-24 Reference: Article III, Section 3  
Article V, Section 2  
Article VI, Section 3  
Article VIII, Section 1 (2), (3), (6)

**(1) ENCOURAGING COMMUNITY PARTICIPATION**  
**(cont'd)**

While these methods of fostering diversified community interests are the responsibility of the planning committee, the Planning Department may take an active role in helping to establish diversity on planning committees during the preparation of community plan updates because of the need to seek direct feedback from the community at large. This might include establishment of ad hoc plan update subcommittees or similar groups that increase public participation in the update process.

Although interest in the community planning committee process tends to run highest in areas with controversial developments or neighborhood issues, all committees can generate interest and participation by encouraging lively and well - run meetings and by actively noticing each monthly meeting and the annual election event. Other appropriate means of ensuring participation include networking with other active local and regional groups and by getting involved in local community organizing efforts.

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600-24 Reference: Article III

**(2) ELECTED MEMBERS AND GENERAL MEMBERS**

Council Policy 600-24 discusses roles and responsibilities of community planning committee members. The Council Policy refers exclusively to elected members of these committees, i.e., the 12-20 members identified in the policy.

Since the adoption of the policy, many committees have developed "general membership" categories of members. This is consistent with the goals of the Council Policy encouraging broad community participation in planning committee activities. However, since general memberships will vary by community, any planning committee provisions addressing general members' opportunities for participation in the committee, such as voting for elected members, speaking at meetings, participating in subcommittees, should be stated in the planning committee's bylaws or in procedures referenced in the bylaws.

The role of both the elected planning committee members and any general membership, or other community members, should be clearly described for issue areas such as elections or voting. A sample membership application is attached for your use.

CITY OF SAN DIEGO  
**COUNCIL POLICY 600-24**  
**ADMINISTRATIVE GUIDELINES**

**MEMBERSHIP APPLICATION**

**COMMUNITY PLANNING GROUP  
GENERAL MEMBERSHIP APPLICATION**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Tel. \_\_\_\_\_ (office)  
\_\_\_\_\_ (home)

The \_\_\_\_\_ COMMUNITY PLANNING COMMITTEE requires that in addition to being at least 18 years of age, one of the following qualifications be fulfilled in order to be eligible for membership. Check the one that applies (please attach evidence of qualification under numbers).

- \_\_\_\_\_ 1. Resident of the community.  
Residence address (if different than mailing address):  
\_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_ 2. Property owner in the community.
- \_\_\_\_\_ 3. Business or Professional person conducting business in the community.  
Business name and address (if different than mailing address):  
\_\_\_\_\_  
\_\_\_\_\_
- \_\_\_\_\_ 4. Other \_\_\_\_\_
- \_\_\_\_\_ 5. Proof of Membership Qualification (Drivers License, Business License, Utility Bill, other).

If qualifying under numbers 2 or 3 above, state the capacity in which you will be serving during membership (owner, owner's representative, company representative, etc.):

\_\_\_\_\_

\_\_\_\_\_  
Signature



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Date:  
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600-24 Reference: Article III, Section 4

**(3) COMMUNITY PLANNING COMMITTEE TERM LIMITATIONS**

The basic term limitation requirements in Council Policy 600-24 allow members to serve for up to eight or nine years, depending on the length of their fixed terms. Member terms may be two, three, or four years in length. Members serving for two or four years are limited to a total of eight consecutive years on a committee, while members serving three year terms are limited to nine consecutive years.

Members who have reached the end of their allowed number of terms may, after a one year break in service, again serve on a community planning committee. Breaks in service of less than one year cause subsequent time to count as continuous time against the total number of years of service limits, although the time not in service may be subtracted.

Two exceptions to the term limitations policy were adopted in 1989. Members serving in excess of eight or nine years at the time of the policy amendment in 1989 were allowed to continue their committee membership until the expiration of their then current term. In addition, members who have served more than eight or nine years, if elected to an additional term by at least a two-thirds majority, may serve in excess of the term limits.

Election by a two-thirds majority to a term beyond eight or nine years should be considered "time on" for the purposes of counting continuous service. If an additional term is subsequently sought without a break in service, a two-thirds majority vote is again required. No more than twenty five percent of the total committee membership can consist of members serving in excess of the specified term limits. The term limitation provisions also require that no committee members may serve as officers of the committee for longer than eight or nine years, even if elected to additional terms by a two-thirds majority. In general, unless there is a severe problem with participation in planning committees, members and officers should try to provide for a "changing of the guard" on a regular basis.

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**ADMINISTRATIVE GUIDELINES**

Date:  
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600-24 Reference: Article IV, Sections 1, 2

**(4) VACANCIES**

Council Policy 600-24 directs each committee to establish procedures in their bylaws for filling vacancies and for defining an excused absence. The filling of vacancies on the committee can have the same potential for controversy that elections have. Because of this, it is important to include vacancy procedures in the bylaws following many of the same principles that are outlined in the administrative guideline on **(6) GENERAL ELECTION PROCEDURES**.

As with election procedures, try to make sure that the committee's procedures for filling vacancies are clearly defined and are as unambiguous as possible. Consider membership requirements, methods for candidates to speak on their qualifications or issues, and who votes for the new member (often, only officers vote to fill existing vacancies), as well as how votes are conducted. It is also important that the procedures are communicated and followed consistently, and that an appearance of impartiality is maintained.

Keep in mind that the policy requires that vacancies shall be filled not later than 120 days following the date of determination of the vacancy, and that if the vacancy is not filled by this deadline it can affect the membership or continued operation of the committee.

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**ADMINISTRATIVE GUIDELINES**

Date:  
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600-24 Reference: Article VI, Section 4

**(5) COMMUNITY PLANNING COMMITTEE ROSTERS**

One of the duties of community planning committees is to maintain up to date rosters of committee members and to submit these rosters to the Planning Department. Along with bylaws and annual reports, the roster is required and made available to the public.

Although it is important to maintain a member roster throughout the year with periodic updates, at least one revised member roster must be submitted to the City in April of each year, following the March committee elections.

Member rosters submitted for City use should contain, at minimum, the following types of information: **Member Name, Address, Telephone Number and FAX and E-mail address, Date or Term Expiration, and Eligibility Category(s)**. The three basic eligibility categories are: **(1) Resident or Tenant, (2) Property Owner, or (3) Business Owner or Business Operator** with an Address in the Community. Some planning committees may have other eligibility categories, particularly newly developing areas which do not yet have residents.

These categories should be clearly identified, and defined if necessary, in the individual planning committee bylaws. Telephone numbers, E-mail address and FAX numbers are important to City staff to have the ability to transmit information electronically in a more timely manner. Planning Department staff also uses this information to invite community planning committee members to training sessions and other City functions.

Member roster information could also be collected from prospective applicants for the filling of vacant community planning committee seats or for prospective candidates for the annual March elections. A sample Member Roster form is attached for your reference. It is suggested that committees use this form, or a form with equivalent information, to help standardize basic member or applicant information.

Note that these rosters are only for listing of the 12-20 members of the planning committee recognized by the Council Policy. Many committees have established "general" membership categories of participation in committee activities. These are often used to establish voting rights for vacancies on the board (see **(6) GENERAL ELECTION PROCEDURES**). The City does not need to retain information about individuals participating in a general membership category.

Note: Planning Committees have requested that members' addresses and telephone numbers not be given to outside parties who may use the lists for commercial or political reasons. Therefore, the City encourages each planning committee to additionally supply the City with a roster containing the following required information: Member Name; Date of Term Expiration; and, Eligibility Category. If the Planning Department has a committee roster in this format, as well as the full mailing and telephone information for the chair, only the basic roster will be made available to non-City requests.



CITY OF SAN DIEGO  
**COUNCIL POLICY 600-24**  
**ADMINISTRATIVE GUIDELINES**

**MEMBER ROSTER**

Planning Committee: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone-work: \_\_\_\_\_ Phone-home: \_\_\_\_\_

Phone-work: \_\_\_\_\_ Phone-home: \_\_\_\_\_

District Area(opt): \_\_\_\_\_

District Area(opt): \_\_\_\_\_

Subcommittee(s)(opt): \_\_\_\_\_

Subcommittee(s)(opt): \_\_\_\_\_

Eligibility Category: \_\_\_\_\_ Term Exp: \_\_\_\_\_

Eligibility Category: \_\_\_\_\_ Term Exp: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone-work: \_\_\_\_\_ Phone-home: \_\_\_\_\_

Phone-work: \_\_\_\_\_ Phone-home: \_\_\_\_\_

District Area(opt): \_\_\_\_\_

District Area(opt): \_\_\_\_\_

Subcommittee(s)(opt): \_\_\_\_\_

Subcommittee(s)(opt): \_\_\_\_\_

Eligibility Category: \_\_\_\_\_ Term Exp: \_\_\_\_\_

Eligibility Category: \_\_\_\_\_ Term Exp: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone-work: \_\_\_\_\_ Phone-home: \_\_\_\_\_

Phone-work: \_\_\_\_\_ Phone-home: \_\_\_\_\_

District Area(opt): \_\_\_\_\_

District Area(opt): \_\_\_\_\_

Subcommittee(s)(opt): \_\_\_\_\_

Subcommittee(s)(opt): \_\_\_\_\_

Eligibility Category: \_\_\_\_\_ Term Exp: \_\_\_\_\_

Eligibility Category: \_\_\_\_\_ Term Exp: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone-work: \_\_\_\_\_ Phone-home: \_\_\_\_\_

Phone-work: \_\_\_\_\_ Phone-home: \_\_\_\_\_

District Area(opt): \_\_\_\_\_

District Area(opt): \_\_\_\_\_

Subcommittee(s)(opt): \_\_\_\_\_

Subcommittee(s)(opt): \_\_\_\_\_

Eligibility Category: \_\_\_\_\_ Term Exp: \_\_\_\_\_

Eligibility Category: \_\_\_\_\_ Term Exp: \_\_\_\_\_

Submitted by: \_\_\_\_\_

CITY OF SAN DIEGO  
**COUNCIL POLICY 600-24**  
**ADMINISTRATIVE GUIDELINES**

Date:

Adopted July, 1991  
Amended April, 2001

600-24 Reference: Article III, Section 2  
Article IV, Section 1  
Article V, Sections 1 -3

**(6) GENERAL ELECTION PROCEDURES**

Election procedures are less likely to generate controversy if a sincere effort is made by the committee to make the process open and accessible to the community. According to Council Policy 600-24, each planning committee is charged with establishing their own election procedures to be incorporated into the bylaws or into a procedure referenced in the bylaws. The Council Policy provides four criteria in this Section that must be addressed in the election procedures but leaves, for the most part, the overall content to the discretion of the committee. This discretion is necessary, given the diversity of planning groups throughout the City. The policy further stipulates when and how elections will be conducted. These stipulations should also be reflected in the individual procedures.

The Council Policy also requires that committee members "be elected by eligible community members." Community planning committees have defined "eligible community members" differently, depending on their individual needs. Some groups have defined eligible members as anyone in the community, others have defined a general membership based on more restrictive standards. The policy remains vague on this point to allow for community discretion. A sample membership application is attached for your use.

Because election procedures are not rigidly defined by the Council Policy, they can be closely scrutinized or challenged by the public--and often are. Therefore, clear election procedures should be provided for in the bylaws and consistently followed. When preparing your committee's election procedures, it is important to be as detailed and descriptive as possible, while maintaining some degree of flexibility where necessary (e.g., location of "polls"). Clearly define the roles and responsibilities of committee members participating in the election process. In developing election procedures, try to determine the location of polling places, dates and times of elections to maximize public participation and not committee convenience.

Try to make sure that the election policies in the bylaws or in procedures are readily available to the public and presented consistently. It is useful to prepare detailed instructions that can be distributed in writing.

It is also important to maintain as much objectivity surrounding the committee elections as possible. For example, it is wise to detach any members competing for elected seats from the process. Experience has shown that when candidates running for seats, especially during re-election, are portrayed as being part of a "slate of candidates", a perception arises that a planning committee is not interested in seeking new members or diverse viewpoints, or that the outcome of the election is **pre-determined**. This, of course, is contrary to the objectives of Council Policy 600-24.

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**COUNCIL POLICY 600-24**  
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Date:  
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600-24 Reference: Article VI Section 2

**(7) COMMUNITY PLANNING COMMITTEE ATTENDANCE AND QUORUMS**

Regular attendance by elected committee members at scheduled community planning committee meetings is required by Council Policy 600-24. Because of this, the policy requires that a committee seat be vacated if a member fails to attend three consecutive meetings without an excuse. The definition of attendance excuses has been left to individual committees to decide. As a guideline for adoption in the bylaws of individual committees, it is suggested that appropriate excuses include personal or family illness, death in the family, call to active duty in the military, or unavoidable business responsibilities. The committee chair should be notified a minimum of 24 hours in advance if a member is unable to attend a scheduled meeting.

In the absence of a quorum, any business transacted is null and void. In such a case, however, it is the business that is illegal, not the meeting. If the committee's rules require that the meeting be held, the absence of a quorum in no way detracts from the fact that the rules were complied with and the meeting held, even though it had to adjourn immediately.

The only actions that can legally be taken in the absence of a quorum are to fix the time in which to adjourn, recess, or take measures to obtain a quorum (for example, contacting members during a recess and asking them to attend). The prohibition against transacting business in the absence of a quorum cannot be waived even by unanimous consent. In the absence of a quorum, and if it is deemed convenient by the members present, the members may hear a presentation, but cannot vote, on an item. If an important opportunity would be lost unless acted upon immediately, the members present at the meeting can, at their own risk, act in the emergency in the hope that their actions will be ratified at a later meeting at which a quorum is present.

Before calling a meeting to order, the chair should be sure a quorum is present. If a quorum cannot be obtained, the chair should call the meeting to order, announce the absence of a quorum and entertain a motion to adjourn or one of the other motions allowed, as described above.

If a meeting has a quorum to begin with, but members leave the meeting, the continued presence of a quorum is presumed unless the chair or a member notices that a quorum is no longer present. If the chair notices the absence of a quorum, it is his/her duty to declare the fact, at least before taking any vote or stating the question on any new motion. Any member noticing the apparent absence of a quorum can raise a point of order to that effect at any time so long as he or she does not interrupt a person who is speaking. A member must question the presence of a quorum at the time a vote on a motion is to be taken. A member may not at some later time question the validity of an action on the grounds that a quorum was not present when the vote was taken.

If a meeting has to be adjourned because of a lack of a quorum, either before it conducts any business or part way through the meeting, the committee may call another meeting to complete the business of the meeting, or the business trails to the next regularly scheduled and noticed meeting of the committee.



CITY OF SAN DIEGO  
**COUNCIL POLICY 600-24**  
**ADMINISTRATIVE GUIDELINES**

Date:  
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600-24 Reference: Article VI, Section 2

**(7) COMMUNITY PLANNING COMMITTEE ATTENDANCE AND QUORUMS**  
**(cont'd)**

Council Policy 600-24 also requires that a quorum be present whenever a community planning committee wishes to conduct business or vote on a project or action. Quorums are defined as a majority of non-vacant seats. However, certain committees require a greater number of members be present than a simple majority. A person with an excused absence may not count as a member present toward a quorum. See Section (8) for a discussion of quorum related to voting eligibility.

A record of attendance, usually included in the monthly committee minutes, is required to be filed with the Planning Department (contact your community planner). This is required to be filed within fourteen days following approval of the committee minutes. In addition, committee resolutions on specific projects should include whether or not a quorum was present at the meeting. Committees should also vote to approve meeting minutes at the following scheduled meeting, so that, for example, January's meeting minutes should be voted upon during the February meeting and forwarded to the Planning Department within 14 days of the February meeting.

Periodically, community planning committees have trouble retaining member interest. The reasons for declining interest can be varied. If your committee begins to experience problems maintaining a quorum, it could seriously affect the committee's ability to operate effectively. Upon recognition of this sort of problem, it may be useful for the committee chair to contact the Planning Department to consider alternative solutions. A committee whose membership is 20 members may request to amend its bylaws to require fewer members. The minimum number of members allowed is twelve.

All meetings of committees or subcommittees are required to be open to the public. No "executive sessions" or closed sessions of the planning committees are allowed. In comparison, the City Council and Planning Commission are both subject to the Ralph M. Brown Act - the open meeting act adopted by the State of California - and are allowed to conduct closed sessions for purposes of potential litigation, personnel matters, or real estate transactions. None of these matters are within the purview of planning committees.

CITY OF SAN DIEGO  
COUNCIL POLICY 600-24  
ADMINISTRATIVE GUIDELINES

Date:  
Adopted April, 2001

600-24 Reference: Article VI, Section 2,3  
Article VIII, Section 1(2)

**(8) PARLIAMENTARY PROCEDURE AND VOTING**

**Roberts' Rules of Order**

Council Policy 600-24 states that all meetings and subcommittee meetings of recognized community planning committees shall be conducted in accordance with Roberts' Rules of Order except as otherwise provided for in the policy or in committee bylaws. Planning committees are encouraged to develop procedures that meet the needs of the community. Roberts' Rules of Order should be utilized only when the committee determines that a community-specific procedure would not be more beneficial to the committee's operation, or when the provision of Roberts' Rules is so common or straightforward that it need not be repeated in the bylaws.

**The Agenda**

Usually the chair or another designated person is charged with the responsibility for preparing the agenda. The person preparing the agenda can, of course, seek assistance with the task. The agenda consists of the items of business to be discussed at a meeting. An item early on the agenda should be Public Comment. This is consistent with the committee's and Council Policy's goals to invite and encourage broad community participation in committee activities.

As a matter of practice, committees should consider adoption of the agenda as the first order of business at a meeting because until the committee adopts the proposed agenda, it is just that, merely a proposal. When a motion to adopt the agenda is made, the motion can delete items from or rearrange the order of items on the proposed agenda.

Adding items to the agenda at the meeting should not be a regular practice of the planning committee. The published agenda should give the public a clear indication of the planning group's business at the meeting. If, due to a unique opportunity or an unexpected time limitation to vote on a development project, the chair determines that an item should be added to an agenda, the addition must be voted upon by the full committee and must receive a two-thirds vote to be added. Also, some attempt to notify the public should be made. The requirement to notify a developer about the discussion of his/her project is still required in accordance with Article VI, Section 3, of Council Policy 600-24.

Once the agenda has been adopted, the business items on it are the property of the committee, not of the groups or individuals who submitted the items. Any change to the agenda, once it has been adopted, can be made only by motion of the committee and requires two-thirds or larger majorities to pass.

CITY OF SAN DIEGO  
COUNCIL POLICY 600-24  
ADMINISTRATIVE GUIDELINES

Date:  
Adopted April, 2001

600-24 Reference: Article VI, Section 2  
Article VIII, Section 1(2)

**(8) PARLIAMENTARY PROCEDURE AND VOTING**  
**(cont'd)**

Once the agenda has been adopted, each item of business on the agenda will come before the meeting unless: (1) no one moves a motion, (2) no one objects to withdrawal suggested by the sponsoring individual or group, (3) a motion to delete an item from the agenda is made and passed, or (4) the meeting runs out of time before the item can be discussed.

**Debate on Motions**

Business is accomplished in meetings by means of debating motions. The word "motion" refers to a formal proposal by two members (the mover and seconder) that the meeting take certain action.

Technically, a meeting should not consider any matter unless it has been placed before the meeting in the form of a motion. In practice, however, it is sometimes advantageous to permit limited discussion of a general topic before a motion is introduced. A preliminary discussion can sometimes indicate the precise type of action that is most advisable, whereas presentation of a motion first can result in a poorly worded motion, or a proposal for action that, in the light of subsequent discussion, seems inadvisable. This departure from strict parliamentary procedure must be used with caution, however. The chair must be careful not to let the meeting get out of control.

Normally, a committee member may speak only once on the same question, except for the mover of the main motion, who has the privilege of "closing" the debate (that is, of speaking last). If an important part of a committee member's speech has been misinterpreted by a later speaker, it is in order for the committee member to speak again to clarify the point, but no new material should be introduced. If two or more people want to speak at the same time, the chair should call first upon the one who has not yet spoken.

Committees may want to adopt rules limiting the time a member may speak in any one debate—for example, five minutes. The mover of a motion may not speak against his or her own motion, although the mover may vote against it. The mover need not speak at all, but when speaking, it must be in favor of the motion. If, during the debate, the mover changes his or her mind, he or she can inform the committee of the fact by asking the committee's permission to withdraw the motion.

**Determining Results of a Vote**

All votes must occur at a noticed, open meeting of the planning committee. Members must be present to cast a vote, and no proxy voting is permitted.



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600-24 Reference: Article VI, Section 2  
Article VIII, Section 1(2)

**(8) PARLIAMENTARY PROCEDURE AND VOTING**  
**(cont'd)**

Most motions are decided by a majority vote. A majority vote is more than half of the vote cast, counted after abstentions are disallowed. If 15 votes are cast, one an abstention, for instance, then a majority will be 8 votes. If 20 votes are cast, 5 as abstentions, a majority is also 8 votes. The total for counting a majority is the votes for and against a motion, not including the abstentions. Based on the discussion below, there are only occasional reasons to abstain. More commonly, members either vote or recuse themselves.

**Abstentions and Recusals**

Section 15 of The Charter of the City of San Diego contains a provision which states that "No member shall be excused from voting except on matters involving the consideration of his own official conduct or in which his own personal interests are involved." This language precludes City Council members from abstaining unless a conflict-of-interest exists.

Although this provision of the City Charter does not apply to planning committees, it is an advisable practice for committees to follow. Pursuant to Article VI, Section 2 of Council Policy 600-24, committee members have a duty to attend committee meetings. Implicit in the duty to attend meetings is the duty to participate in, and vote on, matters.

If a direct economic interest exists as discussed in Section (12), the individual may not participate, is not part of the meeting quorum, and is not an abstention. An individual with a direct economic interest does not count toward a quorum on that item, and should physically remove themselves from the committee's table, and they should not participate in any way as a committee member on that item.

In the unusual circumstance that the number of recusals causes the planning committee to lose a voting quorum, a vote may still be taken. This should only be done if it is not possible to obtain a quorum by continuing the matter in order to include participation by absent committee members. If forced to act with less than a quorum due to these circumstances, the outcome should be forwarded to the City with an explanation of why the vote is less than a quorum vote.

Limited legitimate justifications for abstaining do exist. For example, a committee member may have missed a meeting where important information was presented about the item on the agenda, or the member may be new to the committee that meeting. A committee member who abstains should state for the record the reason for abstaining. A committee member who abstains should do so before the matter is presented or debated. In other words, it is generally inappropriate for a committee member to participate in the debate on a matter, ask questions and express opinions, and then abstain from voting.

**Voting Rights of the Chair (Special Prerogative to Abstain)**

Participation of the chair in voting on action items is not discussed in Council Policy 600-24, therefore it defers to Roberts' Rules of Order. Given the nature of planning committee business, and the responsibility of elected members to participate in committee business, the Planning Director and City Attorney believe that chairs should be given the flexibility to participate in the planning committee's voting.

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Adopted April, 2001

600-24 Reference: Article VI, Section 2  
Article VIII, Section 1(2)

**(8) PARLIAMENTARY PROCEDURE AND VOTING**  
**(cont'd)**

Robert's Rules of Order state that if presiding officers are members of their groups, they have the same voting rights as any other member. A presiding officer has the right, but not the obligation, to vote and also may cast a vote which will decide an outcome. The Rules do qualify the matter by allowing the "...rule or custom within a particular board... to be used by a committee".

Generally, presiding officers have the same right to debate as other members, but are cautioned that impartiality is best maintained by not participating in the debate. Where presiding officers feel compelled to join the debate, they should first hand the gavel over to the highest ranking member present who has not participated in the debate. The "... rule or custom within a particular board..." applies to the debate as well as to the vote.

Committees should decide which model works best for them: one where the chair both debates and votes; one where the chair debates but does not vote except to make or break a tie; or, one where the chair neither debates nor votes. It is important that whatever model a committee chooses, it should be clearly understood by everyone, memorialized in the committee bylaws or an adopted rule and consistently followed.

Using a model where the chair only votes to break a tie, the outcome of any motion requiring a majority vote will be determined by the chair's action in cases in which, without his/her vote, there is either a tie vote or one more vote in the affirmative than in the negative. Because a majority of affirmative votes is necessary to adopt a motion, a tie vote rejects the motion. If there is a tie without the chair's vote, the chair can vote in the affirmative, thereby creating a majority for the motion. If the chair abstains from voting in such a case, however, the motion is lost (because it did not receive a majority).

If there is one more affirmative vote than negative votes without the chair's vote, the motion is adopted if the chair abstains. If he/she votes in the negative, however, the result is a tie and the motion is therefore lost.

In short, the chairperson can vote either to break or to cause a tie; or, when a two-thirds vote is required, can vote either to cause or to block the attainment of the necessary two-thirds.

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Adopted April, 2001

600-24 Reference: Article VI, Section 2  
Article VIII, Section 1(2)

**(8) PARLIAMENTARY PROCEDURE AND VOTING**  
**(cont'd)**

**Voting on Revised Projects**

Discussion Items or projects should be acted upon only one time by a planning committee. The vote should occur during a timeframe where the planning committee believes there has been an opportunity for public input, or when a development project is at a point where it is close to being finalized. The project should be at a point of certainty where the planning committee vote could recommend approval or denial of the project, or recommend additional conditions, with some certainty that the project upon which the recommendation is based is the project that actually will be considered by the decisionmaker [the Hearing Officer, the Planning Commission, or the City Council]. Planning committees often identify this point of certainty during the public review period of the environmental document. Other groups are prepared to take a position after the first or second Project Assessment Letter sent to the applicant. Until an assessment letter is sent, planning committees have little guidance from staff regarding the project's compliance with the City's policies or regulations.

However, it is recognized that items or project may be considered over a period of time at multiple meetings. If a project has been substantially revised since a prior vote by the committee, at the committee's discretion the revised project may be placed on the agenda for a new vote by the committee rather than as a reconsideration of a prior vote.



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Date:

Adopted July, 1991  
Amended April, 2001

600-24 Reference: Article VI, Section 2

**(9) NOTIFICATION OF MEETINGS**

An important duty of community planning committees is to inform project applicants, neighboring residents and business establishments of upcoming meetings during which proposed projects will be reviewed or voted upon by the committee. It is suggested that subcommittee meetings be announced at the full committee's monthly meeting and be included in mailed or posted meeting notices. All meetings during which specific development projects will be discussed or voted on **DO REQUIRE NOTIFICATION** of the affected parties.

Adequate notice is not defined by Council Policy 600-24, and community planning committees are not subject to **State-wide** notification requirements (the Brown Act discussed in an earlier section), since all actions taken are advisory in nature. However, to the extent possible, Committees should provide consistent notification to affected parties in a timely and effective manner.

Suggested guidelines for notification include:

- \* Applicants for development projects should receive notice of pending Committee meetings during which their projects will be voted on at least 72 hours prior to the scheduled meeting.
- \* Affected property owners or business establishments whose properties abut, front or are otherwise directly affected by the pending development project should be notified at least 72 hours prior to the scheduled meeting.
- \* Proposed development projects which have a potential for affecting larger areas of the community or whose significance is of a regional nature should be noticed more widely, if at all possible. If time is available, the meeting at which such projects are scheduled to be voted on should be noticed in one of the local community papers and/or on community bulletin boards or in public library branches.
- \* It is suggested that a week to 10-day notice be given to project applicants, affected neighbors and business establishments when controversial or significant regional projects will be voted on. This is the **timeframe** within which the planning committees' agenda should be mailed out, and allows a **project** applicant to confirm his/her attendance at the meeting in order to make a presentation or answer questions and hearing the community's concerns.

Community planning committees should establish noticing procedures based upon the above guidelines and should be consistent in their application. Such noticing procedures as are adopted should be included within the **committee's** procedures. Responsibility for notification of affected parties should be delegated to committee members or subcommittees who accept the responsibilities involved and understand the adopted procedures. Established procedures consistently applied can help create an atmosphere in which local planning decisions are respected and adhered to. It should be noted that legal notices mailed to property owners by the City include a statement about the regular committee meeting time, date and place of that community's recognized planning group.

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**Date:**  
Adopted July, 1991  
Amended April, 2001

600-24 Reference: Article VI, Section 4

**(10) ANNUAL REPORTS**

Annual Reports are the third piece of information about planning committees that is part of the public record (along with bylaws and rosters).

Council Policy 600-24 requires that Community Planning Committees submit an annual report to the offices of the City Clerk and the Planning Department by February 15 each year. At this time, Annual Reports are maintained only by the Planning Department and should not be sent to the City Clerk's office.

The importance of the annual report is twofold: it serves as a record keeping tool to help ensure continuity among the committee in the event of membership and officer changes; and it provides the committee, the City and the public at large with an opportunity to review what the committee has accomplished and to set some goals on what the committee would like to accomplish. The February 15<sup>th</sup> filing date allows the committee as comprised prior to the March election to file a report of its accomplishments.

Annual reports have traditionally varied among committees (perhaps necessarily so) and no one format is preferred, provided that it pertains to the accomplishments and objectives of the committee in carrying out its duty advising the City on community plan preparation, amendments and/or implementation (e.g., reviewing development projects).

The Planning Department has prepared the following annotated outline that your committee can use in preparing an annual report. It is our experience that the reports are easiest to read if they are prepared with short statements or "bullets." The report does not have to follow a chronological format, but it would be desirable to record the dates of votes and the vote results for major projects. In addition, it is not necessary to detail every item considered, but major actions of the committee should be highlighted.

- I. Introduction.** Include the name of the group, its officers and any subcommittees.
- II. Administrative Issues.** Include the number of meetings held, membership changes, revisions to the committee's bylaws, procedures and/or policies.
- III. Plan Preparation and Implementation.** Provide a chronology of participation on a plan update or amendments, ordinance preparation/amendments and rezones, public facilities financing plan, etc. Include, if possible, specifics on key actions taken (dates and results of votes).

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600-24 Reference: Article VI, Section 4

(10) ANNUAL REPORTS  
(cont'd)

- IV. Special Projects.** Document any special projects discussed and voted on by the group. Include specifics on any actions taken. Projects could include policy items, City or regional task forces, General Plan meetings, or political candidate as well as ballot forums.
- V. Project Review.** Document the committee's review and/or actions taken on major discretionary projects. List this information by project name and location if possible. Discretionary projects include variances, street vacations, planned development permits and coastal development permits.
- VI. Objectives.** Address any or all of the above categories. Discussions might include how the group operates or interacts or special projects that the committee would like to pursue.

Preparation of the Annual Report provides an excellent opportunity to account for all the minutes of the previous year. While the report may be prepared by a single member or a subcommittee of the planning committee, it must be discussed and accepted by the committee as a whole before being forwarded to the City.



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Date:  
Adopted July, 1991  
Amended April, 2001

600-24 Reference: Article VI, Section 6

**(11) COMMUNITY PLANNING COMMITTEE ORIENTATION TRAINING**

Planning committee members require land use planning training to function effectively in the public arena. Recognizing this, Council Policy 600-24 requires each committee member to attend an orientation training session put on by the City Planning Department. This orientation training session usually includes various key concepts necessary for an understanding of the community planning process. The session focuses on the roles and responsibilities of elected members of community planning committees. The training session provides legal indemnification for committee members who complete the training and who act in accordance with Council Policy 600-24 and their planning committee's bylaws.

Typical topics covered include the basics of planning practice, an overview of the City's governmental and Planning Department structure, the role of the General Plan, Community Plan, the discretionary and ministerial permit process, the California Environmental Quality Act, the regulatory and enforcement functions of the City, and the rules and regulations governing the City's community planning committee process, as embodied in Council Policy 600-24. Four-hour orientations are scheduled once a year, typically in June, after the City receives roster information for the new elected planning committee members. Abbreviated sessions are held periodically throughout the year. The City continues to extend an invitation to elected members until they attend a session and City staff confirms their attendance.

It is the duty of the Chair of each individual planning committee to notify the City Planning Department of the election or appointment of new members. As noted above, indemnification is denied the new committee member until the training session is attended. Newly elected members are strongly encouraged to attend the first available session.

Planning Committee members may desire some background on the field of planning. Several good texts are available for the lay planner, including the highly recommended "The Role of the Planning Commissioner," published by the American Planning Association. Your assigned community planner can refer committee members to other relevant books and articles.

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Date:

Adopted July, 1991

Amended April, 2001 (renumbered)

600-24 Reference: Article VI, Section 7

**(12) DIRECT ECONOMIC INTEREST**

This section of the Council Policy was amended in July, 1990 to clarify the City Council's direction regarding the issue of conflict of interest. The provision requires that members who have direct economic interest in a project, disclose that interest and refrain from voting or participating in any manner as a member of the planning group. It is, however, acceptable for the member to assist in the presentation of the project to the group, so long as it is clear that the member is acting as an applicant and not as a group member.

According to the City Attorney, "direct economic interest" would include being an owner or part owner of the property, business or development which is the subject of the application, or having any financial interest such as a lease or option to purchase the property or a security interest represented by a note deed of trust on the property. During planning committee review of other planning actions, such as ordinances, a conflict of interest would exist if a planning committee member had any kind of direct financial interest in the results of the ordinance and should not participate as a committee member during any actions taken by the committee on that ordinance. For example, if a planning committee member had a home occupation permit and the city was considering actions to amend the home occupation ordinance, that planning committee member should refrain from participating in any planning committee advisory actions on the ordinance amendment.

Community-wide, or large scale actions that include one or more member's property among many would not constitute direct economic interest unless the proposed actions would affect a direct economic interest of a member in a manner different than the affect on the public generally. In general terms, if personal income is derived from approval of a project, the member should refrain from participation.

There may be other fact situations that arise and, as it is difficult to provide a definition that would include every eventuality, if there is a question whether or not it is a situation of direct economic interest, it is advisable to err on the side of caution (i.e., disclosure and non-participation) or to contact the Planning Department for assistance.

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Date:  
Adopted July, 1991  
Amended April, 2001

600-24 Reference: Article VII, Section 5

**(13) REPRESENTATION AT COMMUNITY PLANNERS COMMITTEE MEETINGS**

As a means to ensure communication and to solicit citizen input on City-wide issues among the various planning committees in the City, the Community Planners Committee (CPC) was instituted. Council Policy 600-24 designates each community planning committee chair to also be the committee's representative at the CPC. Planning committees may designate by "specification" (i.e., vote) someone other than the chair to be the CPC representative, and committees may select an alternate to attend when the designated representative cannot attend the CPC meetings. If neither individual is available to attend, a committee representative may attend a CPC meeting and speak on behalf of the committee, but may not vote on the committee's behalf. Following is the form to use to submit the names and mailing information for a planning committee's CPC representative and alternate.

CPC meetings provide a forum to discuss city-wide planning issues. The meetings often include presentations by City Planning Department staff or other speakers on topics of interest to CPC. The meetings are an opportunity to network with other community leaders and to question staff on important policy or development issues. CPC is staffed by a City Planning Department senior staff member well versed in planning and policy issues. Positions taken by CPC on important issues provide a key link with decision-makers at City Hall and in the various City Departments.

The planning committees' role has expanded to take in many task forces and special projects outside of typical planning issues. CPC provides members to many of these efforts. In addition, CPC has formed subcommittees to review various issues in depth, and has made recommendation of great value to City decisionmakers.



CITY OF SAN DIEGO  
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ADMINISTRATIVE GUIDELINES

**COMMUNITY PLANNERS' COMMITTEE (CPC)  
MEMBERSHIP DATA**

\_\_\_\_\_  
Planning Committee

\_\_\_\_\_  
Date

- ☐ I am the committee's representative to CPC

- The designated alternate is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

or

- ☐ I am not the committee's representative to CPC.

The committee's action on \_\_\_\_\_ designated  
Date

the CPC representative as:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

City staff must receive this information pursuant to CPC by-laws in order for any committee to maintain active membership in CPC.

\_\_\_\_\_  
CHAIR

Please call Theresa **Millette** at (619) 235-5206 if you have any questions. You may fax this completed

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Date:  
Adopted July, 1991  
Amended April, 2001 (renumbered)

600-24 Reference: Article II, Section 4

**(14) ENDORSEMENTS**

It's important that community planning committees maintain and reinforce their independence as non-partisan advisors to the City on local land use matters. Because of this, Council Policy 600-24 does not permit individual planning committee members to use their committee affiliation when taking a position on, or endorsement of, a political candidate, or ballot issue. Planning committees, as a whole, may endorse non-partisan ballot measures, but are not permitted to take a position or endorse a political candidate. It is suggested that presentations on competing ballot measures or political candidates be given to planning committees at the same meeting, and that committees should set rules about what kinds of measures they will hear. It would be best to limit such presentations to planning related matters. If political candidates address planning committees, the committees should attempt to invite all candidates for that position to address the committee at the same meeting.

If in doubt, a good general rule of thumb is not to permit use of your committee affiliation in any distributed election materials or broadcast endorsements of any kind (with the exception noted above regarding committee endorsement of non-partisan ballot issues). Provisions regarding prohibition of committee or member identification are valid at any forum or in any medium (newspaper, letters) outside of committee meetings. Council Policy is silent on the issue of whether community planning group members can run for elective (public) office without first resigning from the planning committee. However, planning committee member's running for office should follow the same guidelines laid out for ballot issues and not identify themselves as planning committee members. It's also a good idea to contact your assigned community planner when unsure about this issue.

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Date:

Adopted July, 1991  
Amended April, 2001

600-24 Reference: Article VI, Section 2

**(15) SUBCOMMITTEES**

The only reference to subcommittees in Council Policy 600-24 states that, "all meetings...shall be open to the public and shall be conducted in accordance with Roberts Rules of Order except as otherwise provided in this Council Policy and/or committee bylaws." It is up to each individual community planning group to decide whether or not it wants to establish subcommittees. Subcommittees can be very useful in helping a planning committee carry out their responsibility of advising the City in the preparation and implementation of a community plan. Subcommittees allow for increased participation in the community planning process. They have also proven to shorten the meeting of the full committee by developing recommendations upon which the committee can vote.

The majority of recognized community planning committees in the City have active subcommittees. The type and composition of the subcommittees varies. Many of these planning groups have some sort of subcommittee that reviews development proposals.

The composition or membership of a subcommittee may be decided upon by each community planning committee. There are no restrictions on the size of the subcommittee, or on the number of elected versus non-elected (or general) members. However, any member of a subcommittee that is not an elected community planning committee member, is not indemnified nor legally protected by the City's indemnification policy.

Because subcommittees serve as official arms of the planning group, they should adhere to the provisions of Council Policy 600-24 stated above. All subcommittee meetings must be open to the public. In order to make sure that subcommittees are as open as possible, meetings should not be held in private homes. In addition, the Planning Department recommends that subcommittees adhere to all of the other provisions of Council Policy 600-24 that might apply. The Planning Department also recommends that the composition and operating procedures of subcommittees be included in the planning committee's bylaws.

Any recommendation or a subcommittee must go through the community planning committee for an official vote. Council Policy 600-24 specifically states in Article I, Section 4, that: "the official positions and opinions of the committee shall not be established or determined by any organization other than the committee." Therefore, the City will not recognize subcommittee recommendations if presented directly to the City without being voted upon by the community planning committee. It is acceptable for subcommittee recommendations to the full committee be placed on the committee's agenda as consent items for action by the full voting board. Only the full committee's vote should be sent to the City, including votes taken regarding development projects.



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Date:  
Adopted April, 2001

600-24 Reference:

**(16) MAKING AMENDMENTS TO ADOPTED BYLAWS**

When a community planning committee desires to amend its bylaws, the amendment should be discussed in accordance with procedures or bylaw provisions previously set up by the committee.

After the planning committee has voted to approve the bylaw amendment, it should be forwarded to the assigned community planner. The staff planner prepares a resolution discussing the date and content of the planning committee's proposed amendment. The amendment is reviewed by the Planning Director and City Attorney for conformance with Council Policy 600-24 and with the committee's bylaws. If consistent, it can be approved by the Planning Director and City Attorney. If there is a question about consistency, or if it is not consistent with Council Policy 600-24 or the bylaws, then the community planner will schedule the item to be discussed at the Rules Committee of the City Council. The amendment may be accepted or rejected. The amendment is not in effect until it is approved by the City.

If a planning committee wishes to establish any procedure either called for in the Council Policy, or to replace a provision of Roberts Rules of Order, the procedure may be included within the committee's bylaws, become an appendix, or may be established as a separate procedure acknowledged by an amendment to the bylaws. When a planning committee establishes a procedure, the bylaws should be amended to specifically identify the existence of the procedure and its general content. Procedures are also subject to Planning Director and City Attorney approval.

**[CLICK HERE TO LINK TO COUNCIL POLICY 600-24, ORDINANCE 0-17086](#)**

**[CLICK HERE TO LINK TO COUNCIL POLICY 600-9](#)**

LESLIE E. DEVANEY  
ANITA M. NOONE  
LESLIE J. GIRARD  
SUSAN M. HEATH  
GAEL B. STRACK  
ASSISTANT CITY ATTORNEYS

RICHARD A. DUVERNAY  
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**MEMORANDUM OF LAW**

**DATE:** March 7, 2000  
**TO:** Betsy McCullough, Long Range Community Planning Director  
**FROM:** City Attorney  
**SUBJECT:** Application of Brown Act to Community Planning Groups

**QUESTION PRESENTED**

You have asked me to update and expand a legal opinion issued by our Office in 1982 on the issue of whether Community Planning Groups are subject to the Brown Act.

**SHORT ANSWER**

The Brown Act only applies to the legislative bodies of local agencies. Local Planning Groups do not fit the statutory definition of a "legislative body." They are considered private organizations because membership is not under the control of the City and they are not delegated legal authority by the City Council to take actions on behalf of the City.

**ANALYSIS**

The Brown Act was enacted to ensure public access to local government. Cal. Gov't Code §§ 54950 - 54952. It provides that "[a]ll meetings of the legislative body of the local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided in this chapter." Cal. Gov't Code § 54953. The Brown Act is directed toward the conduct of public officials and seeks to ensure that their actions be taken openly and that their deliberations be conducted openly. *Farron v. City and County of San Francisco*, 216 Cal. App. 3d 1071, 1074 (1989).

The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may retain control over the instruments they have created.

Cal. Gov't Code § 54950.



Although the Brown Act has a broad purpose, it only applies to those entities which it defines as "legislative bodies of local agencies." Cal. Gov't Code § 54953. For example, the Council of The City of San Diego is a legislative body subject to the Brown Act. Cal. Gov't Code § 54951, *see also San Diego Union v. City Council*, 146 Cal. App. 3d 947 (1983) (City of San Diego is a local agency). Legislative bodies are also defined in relevant part as "[a] commission, committee, board or other body of a local agency, whether permanent or temporary, decision making or advisory, created by charter, ordinance, resolution or other formal action of a legislative body." Cal. Gov't Code § 54953 (b). For example, where a school board created an advisory committee in order to investigate, review, and deliberate on parental complaints, the advisory committee was deemed a legislative body and was thus subject to the Brown Act. *Frazer v. Dixon Unified School District*, 18 Cal. App. 4th 781 (1993). The school board was the local agency. *Id.* at 793. The school board created the advisory committee pursuant to school board policy 7138. *Id.* The school board appointed all of the members of the committee. *Id.* at 792. The committee exercised the investigatory and review authority delegated to it by the school board. *Id.*

In contrast, the court held that if a private organization operating a coal exporting facility was a pre-existing organization which simply entered into a contractual arrangement with the City to develop a coal facility, the organization did not meet the statutory definition of a legislative body and was not subject to the Brown Act. *International Longshoremen's and Warehousemen's Union v. Los Angeles Export Terminal*, 69 Cal. App. 4th 287 (1999). The city would not have created the coal export organization, it would have merely chosen to do business with it. *Id.*

Similarly, although the City "officially recognizes" Community Planning Groups [CPGs], it does not create, maintain, or manage them. They are voluntarily created and perpetuated by interested members of the local communities. The appointment of members is not subject to review or approval by the City Council or any other City agency. Article III, Section 2 of Council Policy 600-24 provides that "[t]he members of this committee shall consist of the members as of the date of recognition by the City Council, and of such additional members as shall thereafter be elected by eligible community members in the manner prescribed by these Operating Procedures." Section 3 goes on to provide that: "Community planning committee members shall be elected by and from eligible members of the community."

It is also important to note that no authority of the City is delegated to CPGs. Under City Council Policy 600-24 "[t]he City merely 'recognizes' one group of individuals over others for purposes of receiving input on certain land use matters." 1992 Op. City Att'y 366, 367. There is no agency relationship established between the City and a particular CPG by the City's mere recognition of a group. *Id.* at 367. Thus, because the City does not appoint or control membership of CPGs and does not delegate authority to act on behalf of the City to the CPGs, CPGs are not legislative bodies. Because they are not legislative bodies they are not subject to the Brown Act.

It must be understood, however, that in exchange for official recognition from the City, CPGs are encouraged to follow the spirit of the Brown Act. Council Policy 600-24 establishes

procedures to be incorporated into the bylaws of each CPG in order to qualify for official recognition. Although these procedures are not as expansive as those in the Brown Act, they do serve the same general purpose of keeping the meetings open to the public. For instance, "[a]ll meetings of committees and subcommittees shall be open to the public . . . except as otherwise provided in this Council Policy and/or committee bylaws." Council Policy 600-24, art. VI, § 2.

In addition, Administrative Guidelines for Council Policy 600-24 further elaborates on encouragement of community participation. Section 1 provides:

[CPGs are required to] periodically seek community-wide understanding of, and participation in, the planning and implementation process. [They] must provide participation during review of specific development proposals to property owners, residents, and business establishments affected by the proposed project. Any interested member of the public should be allowed to address the proposal, though [the CPGs can define] time limits and . . . method[s] of participation . . . . [CPGs must also make] a good faith effort . . . to advertise regularly scheduled meetings and annual elections . . . .

Administrative Guidelines for Council Policy 600-24, § (1) Encouraging Community Participation (1991).

### CONCLUSION

Community Planning Groups are not subject to the Brown Act because they do not meet the statutory definition of a legislative body. The local agency, the City, would have to create and annually appoint the membership of Community Planning Groups in order for them to qualify as legislative bodies. The City does not create Community Planning Groups, it merely recognizes them. Although Community Planning Groups are not subject to the Brown Act, they are required by Council Policy 600-24 to establish procedures which encourage community participation. Thus, they comply with the spirit of the Brown Act by striving to be open and public in the conduct of their business.

CASEY GWINN, City Attorney

By

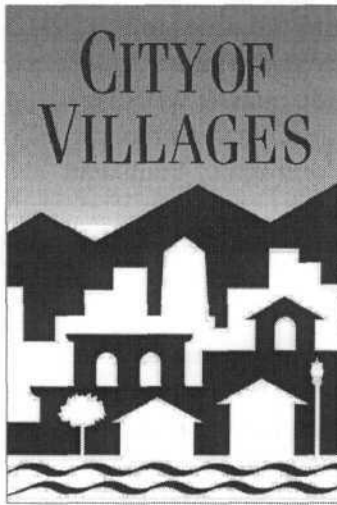


Richard A. Duvernay  
Deputy City Attorney

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# **THE CITY LAND USE PLANNING PROCESS**





# General Plan

## Strategic Framework Element Update

The City Council adopted the Strategic Framework Element and Five-Year Action Plan in October 2002. The Strategic Framework Element provides the overall structure to guide the General Plan update, including future community plan amendments. It contains a strategy called the City of Villages, which shifts future growth from our once abundant open land to reinvesting in existing communities. This approach represents how the City will grow while preserving the character of existing communities, natural resources and overall quality of life.

The Planning Department has developed an aggressive work program to implement the Five-Year Action Plan. This effort falls into five basic categories: Existing Conditions, Pilot Villages, General Plan Elements, Community Plan Initiatives, and Key Implementation Activities. The top priority action items for each are summarized below.

### Existing Conditions Data Collection

The Planning Department is coordinating with all City departments and working with community planning groups to collect, format and maintain data related to existing land use, public facilities and infrastructure, air quality and other areas pertinent to future planning

efforts. These include updating the City's General Plan, updates and amendments to community plans, future environment analysis, and development of a financing strategy for public facilities and infrastructure.

### Pilot Village Program Implementation

The Pilot Village Program is intended to demonstrate how the village concept can be realized citywide through the selection and construction of three Pilot Villages. This critical component of implementing the City of Villages strategy offers an opportunity to gain widespread public support. Phase I, which is currently underway and will conclude in June 2004, demonstrates how villages can revitalize communities. Three pilot village projects will be selected, site planning work will take place, the entitlement process will be initiated, and funding sources identified. Phase II will include procurement of funds, development approvals, and construction. Full implementation is projected between 2006 and 2008.

### Update the General Plan

The Planning Department will update the following eight elements and conduct

required environmental analysis for City Council consideration in June 2005.

1. Conservation Element - The Conservation and Environment Element will combine existing conservation, energy, open space and cultural resources elements. The City Council has emphasized the importance of these policies toward achieving City environmental protection and energy independence goals.
2. Economic Prosperity Element - A new Economic Prosperity Element will provide comprehensive and cohesive citywide policies concerning economic and land use, and guide the development of implementing strategies, programs, and regulations. This element will combine existing Commercial, Industrial and Redevelopment elements. The policies will relate to employment land availability, regional infrastructure, business development, equitable development, education and workforce development, balancing jobs and housing needs, and border issues.
3. Housing Element and Housing Programs - This element will be updated in accordance with the five-year cycle mandated by state law. The objective of the update is to provide adequate housing to serve San Diegans of every economic level and demographic group. This work activity also includes implementation of housing programs in the current Housing Element, preparation of the Annual Housing Progress Report, preparation of an Inclusionary Housing Ordinance, amendments to the Companion Units Ordinance, and a Density Bonus Ordinance. It will also include staff support to the Affordable Housing Task Force, which is developing additional strategies to address San Diego's housing crisis.
4. Land Use Element - The Land Use Element will utilize the City of Villages Opportunity

Areas Map and the Strategic Framework Element guidelines to identify potential areas for future villages on a citywide map. It will also clarify the relationship between the General Plan and Community Plans and outline a format for preparing and updating community plans.

5. Mobility Element - A new Mobility Element will be drafted with a multi-modal focus to implement the policies of the Strategic Framework Element and MTDB's Transit First initiative. The goal is to provide mobility choices and improve accessibility for all San Diegans through improved transit services, pedestrian amenities, bicycling facilities, and targeted road projects.
6. Public Facilities, Services, and Safety Element - This element will address the equitable provision of public facilities and services throughout the City. The element will focus on the establishment of citywide priorities for the provision of facilities; provide guidance for the Community Plan Facilities elements; establish citywide facilities standards that are flexible but provide an equivalent level of service; identify financing options for village development including private investment; and establish policies to maintain service levels as the population grows.
7. Recreation Element and Park Master Plan - The Recreation Element will include policies to improve equitable public access to recreational resources and facilities, protect and enhance regional parks, and expand options for how communities can meet existing park and recreation standards. A Park Master Plan will be developed that

includes a needs assessment and implementation strategies to meet urban park needs.

8. Urban Design Element - This element will contain policies designed to enhance San Diego's livability and distinctiveness. This effort will include workshops to deal with issues including "Big Box" development. The element will incorporate the City's adopted Transit-Oriented Development Design Guidelines to provide guidance on how to achieve pedestrian-oriented village development that maximizes the use of transit.

### **Community Plan Amendment Process**

The community plan amendment process is being revised to implement recommendations raised by the Planning Commission and City Council during the Strategic Framework hearing process. Revisions will include: developing criteria for community plan amendments that propose an increase in residential density; ensuring that appropriate zoning is applied to implement the community plans; and preserving the integrity of community plans. The estimated completion is December 2003.

### **Financing Strategy**

A Financing Strategy for public facilities must be developed to secure additional funding to remedy existing facilities shortfalls. The Planning Department is working with the City Manager to identify a broad range of citywide needs, including public facilities and infrastructure, maintenance, affordable housing and open space acquisition. These needs will be linked to existing and potential new funding sources. This includes developing a structure for connecting the community financing and phasing plans to the City's Capital Improvement Program. Ultimately, the City Council could make decisions on funding sources and place financing measures on the ballot for a public vote.

Components of the Financing Strategy include:

1. Refining the \$ 2.5 Billion estimated short fall through existing conditions data collection.
2. Regional Planning - Take a leadership role as a part of SANDAG, as well as other regional forums to accomplish open space preservation, mobility, economic prosperity, and regional financing needs.
3. Legislation - Assist in a unified City effort to further a legislative agenda for smart growth.
4. Inter-Agency Coordination - Continue to work with other agencies and coordinate on projects of mutual interest, including working with San Diego City Schools on a pilot project to design an urban, joint-use school campus.

### **Public Involvement**

Citizens are working with the City to make the recently adopted Strategic Framework Element, Action Plan, and City of Villages strategy a reality. Partnerships will ensure that stakeholders including residents, community planning groups, local businesses, government agencies, developers and others are involved with the City in the decision-making process. The Planning Department is networking with community leaders to capitalize on cultural diversity and expand the civic voice in the planning process.

The Planning Department has developed a comprehensive strategy to provide open dialogue with citizens and foster consensus-building on challenging planning issues. A variety of communication methods are being utilized including quarterly public forums, citizen surveys, a planning hotline, meetings with community planning groups, issues

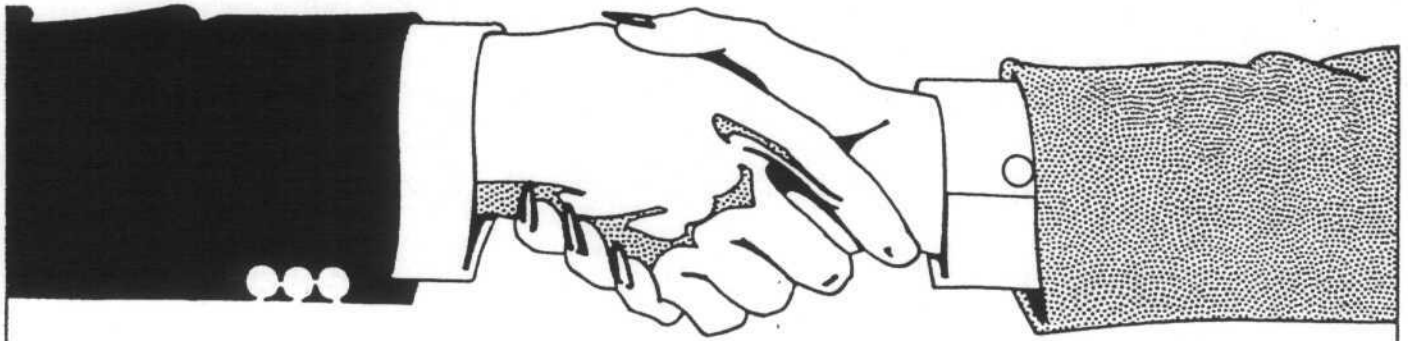


workshops with the Planning Commission and the City Council's Land Use and Housing Committee, and formation of facilitated meetings on special interest topics.

To generate enthusiasm about planning issues and help citizens make informed decisions as they vote on planning related ballot initiatives, information and educational materials are being provided to key stakeholders and the general public. A variety of communication tools are being used including mailings, an e-mail network, posting draft documents on the City's website, press releases, feature stories, news articles, educational programs and group presentations.

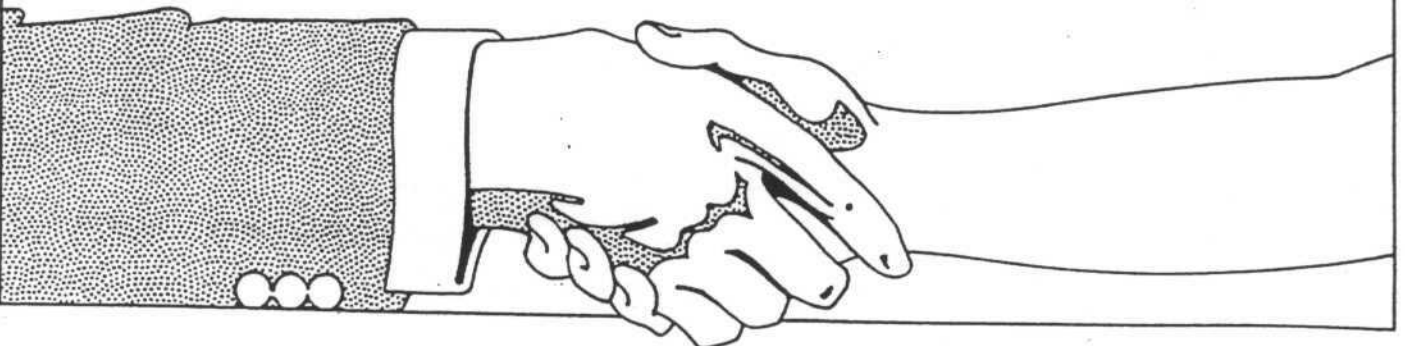
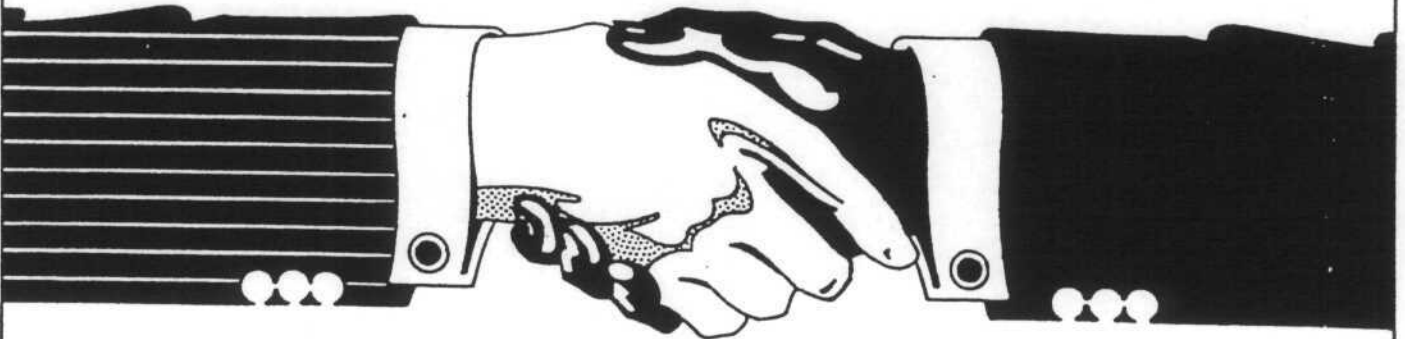
Information about the General Plan, Strategic Framework Element Updates, City of Villages Strategy and Action Plan can be found online at

[www.sandiego.gov/cityofvillages](http://www.sandiego.gov/cityofvillages). Citizens can also call the General Plan Hotline at (619) 235-5226.



# THE COMMUNITY PLANNING PROCESS

A guide for the Citizen  
2000



City of San Diego • Planning Department

D-5

COW 2003 

## INTRODUCTION

Since its incorporation in 1850, San Diego has experienced steady growth. The need to plan for and to guide this growth has always been the responsibility of city government and citizens working together. In 1966, the City Council **formalized** this government-citizen relationship with the **adoption** of Council Policy 600-5. Under this policy, citizens who wish to participate in the planning process are able to form **officially** recognized planning committees. These committees **work with** the Planning Department to formulate and implement community plans and to advise the Planning Commission and the City Council on planning issues in their respective communities.

In an effort to assist planning committee members and other interested citizens in understanding the planning process, this report outlines some basic information. The following pages **explain**, in brief, the nature of **community** plans, the preparation of plans **and the ways** in which plans are implemented. The respective roles of city government and the planning **committees** and their relationship to each other is explained.

## WHAT IS A COMMUNITY PLAN?

A *community plan* is a public document which contains **specific** proposals in a given community for future land uses and public improvements. The community plan provides a long-range physical development guideline for elected officials and **citizens** engaged in community development. The community plan recommendations are, **however**, guidelines which cannot be implemented by the adoption of the plan alone. Concurrent with or subsequent to plan adoption a series of Implementation programs must be begun **if** the recommendations of the plan are to become reality. Zoning **controls**, a public facilities financing **plan**, the Capital Improvements Program, and **monitoring** of new development

**projects by** the community **and the City are** all methods of Implementing community plans. These and other implementation methods are explained later in this document.

## WHAT IS ZONING?

*Zoning is the legislative method* by which land use, intensity of development, and site design and architectural design are controlled. Some zones apply to all or many parts of the City while other zones, called planned **districts**, apply **only** to very specific sections of the City. This specialized zoning addresses issues of land development which are specific to the area designated as a planned district. A third type of zoning, called "overlay zones", add special regulations to the regulations of the underlying zone. The Hillside Review Overlay Zone and the Institutional Overlay Zone **are** two examples of this type of zone. All types of zoning promote the grouping of land uses which are compatible to one another and control development so that property can be adequately serviced by public facilities.

## WHAT ARE THE CHARACTERISTICS OF A COMMUNITY PLAN?

**A community plan must be all of the following:**

1. **COMPREHENSIVE:** The plan should address all aspects of community development including: housing; transportation; commercial and industrial development; public facilities, such as **schools, parks, libraries**; urban design or the image of the community, and environmental issues, such as noise, hillside **preservation**, control of runoff and erosion.
2. **LONG-RANGE:** The plan should make recommendations which guide development over a long period of time. Development of a community is a process which takes many





years and which is an ongoing process. The **plan must** be based on not only **what** the community is **today**, but what development factors will likely occur in the future.

### 3. RELATED TO THE ENTIRE CITY:

Any community is only one segment of the City as a whole. The community plan must address not only issues within the community, but also City-wide issues as they relate to the community. No community exists separately from neighboring communities or isolated **from the** rest of the City. The Progress Guide and General Plan provides the outline for development of the City as a **whole**, and each community plan must work within this outline to guide development in the individual communities.

### 4. A VISION OF THE FUTURE:

As San Diego grows, so does each of its component communities. The plan must be a guide for that growth. While the plan is based on existing conditions in the community, it cannot be a document which does no more than **reflect** the status **quo**. The planning process is based on the assumption that change will occur (as is **inevitable** in any urbanized society), and the plan must be a document that envisions what those changes will be. The plan must be a document which guides the community toward the future.

### 5. IMPLEMENTABLE:

As stated earlier, the plan itself **does not** control development in the community. The recommendations of the plan must be implemented through the Zoning **Ordinance**, the Capital Improvements Program, a Public Facilities Financing **Plan**, monitoring of new **projects, etc.** The plan must **identify** what implementation methods are needed and must include recommendations for any new legislation which might be necessary to implement the plan.

## THE PLANNING PROCESS

*When preparing a community plan, several steps should be followed to develop rec-*

ommendations which best guide the future development of the community. **Community** members and members of the Planning Department work together through these logical steps to develop the plans. While the community planning group provides invaluable information to the Planning Department **staff** to prepare the community plan **document**, the compilation by the Planning Department of all **information including**, but not limited to, the information **provided** by the community planning **committee**, is essential **if** an effective community **plan is to be** achieved. The following are the essential steps for the preparation of a community plan:

### 1. FORMULATION OF GOALS AND OBJECTIVES

a. An overall goal for the future of the community is established. This goal should be a vision statement of how the community develops **in the coming years**. The established goal **will be** the guide for all of the recommendations of the community plan, and its formulation is an important community function.

b. Goals **for each land use element** of the plan are established. These goals are specific to each of the land use elements and support the overall community goal. The formulation of these goals is also an important function of the planning committee.

c. The **objectives** of the community plan are defined. Objectives are sets of specific desired **effects** or **results**, or statements of intent, necessary for the community to pursue in order to achieve the goals of the plan. The objectives are in turn achieved through the specific recommendations of the plan.

### 2. RESEARCH

a. Existing conditions in the community are **identified**. Population **data**, existing land use information, public facilities needs and opportunities for growth in the community must be identified. This is primarily the function of Planning Department staff using recorded **data**, field investigation and input



from other City departments and government agencies.

b. Existing conditions in the community are compared and related to the City as a whole. The Planning Department staff **evaluates** the community as a part of the **City** to ensure that the community **plan is** an integral part of the City-wide planning process and includes implementation of City-wide policies.

### **3. DEVELOPMENT OF PROJECTIONS AND RECOMMENDATIONS**

a. The appropriate level of development to be recommended for the community in the future is determined. The Planning Department together with community members, property owners and other interested persons and agencies, must determine **how much** and where the community should grow. Existing conditions data as well as **City-wide** and community expectations for growth are analyzed to determine how the community should change and what must be done within the context of the community goals to accommodate that change.

b. Recommendations are developed to channel growth. Based on input from the **community**, property owners, other City departments and agencies, the Planning Department staff develops recommendations for changes **in land** use, transportation and public facilities. These recommendations are designed to guide growth and change in the **community** into the future.

### **4. PLAN DRAFT PREPARATIONS AND REVIEW**

a. Planning Department staff prepares a **first** draft of the community plan. This draft includes issues, goals and objectives, existing conditions, recommendations for location and intensities of land use and public facilities **needs**, as well as implementation methods.

b. The plan draft is distributed to the community planning **committee**, City departments and other interested government agencies. The draft is **discussed**, reviewed and

requests for revisions or issues with the plan draft are submitted in written form to the Planning Department.

c. An environmental review of the draft by the City **determines** whether or not any of the plan recommendations will have an environmental impact on the community or the City. If there are environmental impacts, an Environmental Impact Report will be prepared which will identify mitigation measures that may be necessary to adopt the plan. If there are no environmental impacts, a Negative Declaration will be prepared.

d. All recommended revisions or issues raised are investigated and considered, and the Issues are addressed to the extent possible in a second draft which is also distributed and reviewed. Additional drafts may or may not be necessary, depending on the number and complexity of issues in each individual community.

### **5. PUBLIC HEARINGS & ADOPTIONS**

a. A public hearing before the Planning Commission is scheduled to discuss the draft plan. Notices are usually mailed to all property owners within the community as well as property owners outside the community whose property is within 300 feet of the community boundary. Notices are also published in a designated newspaper of general circulation.

b. Public testimony is given before the Planning Commission with discussion and response by the Planning Commission and Planning Department staff. The Planning Commission may refer the plan back to the Planning Department for changes or may recommend that a City Council hearing be set and that the City Council approve the plan.

c. A City Council hearing is scheduled by the City Clerk and notices are sent **in** the same manner **as** for the Planning Commission hearing.

d. Public testimony and discussion occur at the **City** Council hearing, and the City Council may refer the plan back to the Planning Department for changes or may approve





the plan. If the plan is referred back for **changes**, a second **City** Council hearing must be held. Once the **City** Council approves the plan, **it** is adopted and may not be amended except by the **City** Council through the public hearing process.

## 6. IMPLEMENTATION

a. Zoning **in** the community should **be in conformance with** the recommendations of the plan. Zoning is revised to conform to the plan either at the time of the adoption of the plan or a plan **update**, or soon thereafter. Since zoning **is** usually the most **widespread** tool used to implement the **plan**, it is very important that zoning conform to the recommendations of the plan. It is also very Important that zoning be brought **into** conformance with the plan **in** as timely a manner as possible **if** the plan is to be effectively Implemented.

b. Special land use **regulations** such as planned districts or overlay zones may **also be used** to implement a plan. These special **regulations** may be used instead of conventional City-wide zoning or **in** addition to City-wide zoning. Special regulations **are used** to implement plan recommendations that require special attention and which cannot be fully implemented through conventional zoning regulations.

Special regulations may require that a discretionary permit be granted by the City. Such a permit may be approved or disapproved depending on an applicant's ability to meet design or improvement expectations of the community plan, **such as** providing open space areas which directly benefit the community and the **City**. Discretionary **permit** proposals may be reviewed by the planning committee which then makes a recommendation to the City regarding the proposal. The **City**, the **applicant**, and the community may not always agree about discretionary permit proposals, but reaching compromise solutions is one aspect of the **planning** process.

c. Plan amendments are sometimes applied **for** by property owners or proposed by

the community. Any change to the community **plan must** go through the same **analysis/** review/public hearing process that the original **plan** went **through**. **At this time**, the processing of plan amendments is guided by Council Policy 600-35 which requires a cumulative **impact** analysis of all proposed amendments. Consequently, plan amendments are grouped according to sectors of the **City**, and all of the proposed amendments within each sector are heard together.

d. Public Facilities Financing Plans are prepared to outline the **major** public facilities improvements needed in a community and to establish a schedule for the construction of those facilities. The plan also outlines the costs of the facilities and frequently sets up funding sources to pay for land acquisition, design and construction. Money **may be paid into** a fund, called a Facilities Benefit Assessment **fund**, through the collection of development fees which are paid as part of new construction permit fees. Public facilities financing plans are prepared for all communities.

## CONCLUSION

*The planning process is an ongoing process. Although the preparation of the plan document usually takes one to two **years**, the implementation of the plan continues over a period of many years. Once a **plan** is adopted, the community planning committee and the City must make sure that development projects adhere to **the** plan recommendations and that the plan continues to be a valid projection of the future. The community planning committee and the citizens of the community **in** general must take the lead **in** advising the City **over** the years regarding the effectiveness of the plan. Continuity within the planning committee **is** very important and the planning committee and Planning Department staff must work to educate and train new planning committee members. Every member of a planning committee should be aware of what his or her role is **in** the planning process and should understand what is involved in the planning process. This guide **is** intended to be a part of this training.*





## **SUMMARY**

### **Role of the Planning Committee**

#### **1. FORMULATION OF GOALS AND OBJECTIVES**

- Study alternative goals and objectives
- **Establish** general and specific goals and objectives

#### **2. RESEARCH**

- Review data
- Advise **staff** of specific problems
- Review land **use** assumptions
- Evaluate implications of assumptions
- Inform public at large
- Encourage **citizen** participation

#### **3. DEVELOPMENT OF PROJECTIONS AND RECOMMENDATIONS**

- Recommend future levels of development which are appropriate to **community** needs and which fulfill the vision which the community has of itself for the future
- Develop **corresponding** recommendations to channel growth at appropriate levels

#### **4. PLAN DRAFT PREPARATION AND REVIEW**

- Review draft and identify points for discussion
- Meet with Planning Department staff to discuss draft and ask questions
- Suggest modifications to plan draft

#### **5. PUBLIC HEARINGS AND ADOPTION**

- Encourage citizen **participation**, understanding and support
- Participate in Planning Commission hearings
- Participate in City Council hearings

#### **6. IMPLEMENTATION**

- Promote public and private action programs
- Review applications for specific projects
- Participate in review of requests for plan amendments



# COMMUNITY PLANNING PROCESS

## PLAN PREPARATION

### INITIATE PROCESS

The community plan update/amendment process can be initiated by: Planning Groups, Developers, Planning Dept., City Council.

### IDENTIFY ISSUES

Community **issues/problems** are identified by the Planning Groups.

### ANALYSIS OF EXISTING CONDITIONS

Existing conditions may include demographic data, land use, traffic, public **facilities**, community character, school enrollment, etc.

### FORMULATE GOALS, POLICIES AND OBJECTIVES

Plan policies will guide development and provide the needs required by future and existing residents. Environmental and **traffic** analysis initiated.

### PREPARE PLAN ELEMENTS AND EVALUATE ALTERNATIVES

Various scenarios for the ultimate development of the community require evaluation.

### FORMULATE RECOMMENDATIONS

The community plan process **is** designed to provide the specific recommendations necessary to resolve community problems.

### IMPLEMENTATION

Planning tools used to implement **the** recommendations set forth **in** the plan include **zoning**, financing, phasing, setting priorities, etc.

### PLAN REVISIONS

### FINAL PLAN

## PUBLIC MEETINGS

### COMMUNITY PLANNING GROUP MEETINGS

### COMMUNITY WORKSHOP

### PLANNING COMMISSION

### CITY COUNCIL



# FACILITIES FINANCING

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## What are Facilities Benefit Assessments and Development Impact Fees?

Since 1980, the City Council has adopted legislation establishing fees on new development as a way to assure that needed public facilities will be provided both in urbanized and planned urbanizing communities in the City of San Diego.

Building permits involving new or additional development can be issued for most residential and non-residential projects only after applicants pay a Facilities Benefit Assessment (FBA) or a Development Impact Fee (DIF). The amounts collected vary by community since they are based on the facility needs of each community. In some cases payment of fees may be deferred until final inspection.

**Facilities Benefit Assessments** are collected in the planned urbanizing communities. Assessments are typically levied to finance libraries, fire stations, parks, police stations, and transportation facilities within each community. Commercial, industrial, and institutional fees in the planned urbanizing areas are based on total acreage of a development. An exception is North University City, where FBA's are based on the average daily trips generated by a project.

**Development Impact Fees** are also collected in the **urbanized communities** and typically include

components for transportation, fire, police, park and library facilities.

Commercial and industrial DIF fees are collected for fire and transportation facilities. Calculations for the fire portion of the DIF fees are based on the square footage of a project. Calculations for the transportation portion of the DIF fees are based on the expected traffic generation of the project, with "per trip" rates.

The fees are applicable only on additional development; that is, a net increase in residential units, increased building area, or a change in use resulting in higher trip generation.

Fees can be paid at the Development Services Center, 1222 First Avenue, when the building permit is issued. Requests for fee deferral until occupancy may be granted in certain cases. Please contact the office listed below for further information:

Planning & Development Review  
Department,  
Facilities Financing

533-5960



**COMMUNITY PLANNING AREAS  
BY CATEGORY 4/99**

**URBANIZED**

Barrio Logan  
Centre City  
Clairemont Mesa  
College Area  
Golden Hill  
Kearny Mesa  
La Jolla  
Linda Vista  
Mid City  
Midway/Pacific Highway Corridor  
Mission Beach  
Mission Valley  
Navajo  
Greater North Park  
Ocean Beach  
Old San Diego  
Otay Mesa-Nestor  
Pacific Beach  
Peninsula  
San Ysidro  
Serra Mesa  
Skyline/Paradise Hills  
Southeast San Diego  
Torrey Pines  
University South  
Uptown

**PARK PLANS**

Balboa Park  
Los Penasquitos Canyon Preserve  
Mission Bay Park  
Mission Trails Regional Park  
Tecolote Canyon

**PLANNED URBANIZING**

Carmel Mountain Ranch  
**Carmel Valley\***  
East Elliott  
Fairbanks Ranch Country Club  
Miramar Ranch North  
**Mira Mesa\***  
**North University City\***  
Otay Mesa  
Rancho Bernardo  
**Rancho Penasquitos\***  
**Sabre Springs\***  
**Scripps-Miramar Ranch\***  
Sorrento Hills  
**Tierrasanta\***  
Via de la Valle

**FUTURE URBANIZING**

**Del Mar Mesa (Subarea 5)\***  
Subarea 2  
San Dieguito River Basin  
San Pasqual

**PHASE SHIFTED COMMUNITIES**

**Black Mountain Ranch (Subarea 1)\***  
**Pacific Highlands Ranch (Subarea 3)\***  
Torrey Highlands (Subarea 4)

**\*FBA Communities**

## **California Government Code 66000 Guidelines**

Development Impact Fees (As opposed to Facilities Benefit Assessments) are governed by the California Government Code 66000. These fees are assessed primarily in the urbanized areas of the City. The major points of this code as they apply to the City's impact fees are provided below.

The City must:

1. Identify the purpose of the fee;
2. Identify the public facility to be funded;
3. Determine how there is a reasonable relationship between the fee's use and the type of development project on which the fee is imposed;
4. Determine how there is a reasonable relationship between the need for the public facility and the type of development project on which the fee is imposed;
5. Deposit the fees in a separate earning fund;
6. Provide an annual report showing the amount of the fee; beginning and ending balance of each fund; total fees collected including interest earned; and list each public improvement on which fees were expended.

If money remains in the fund after 5 years from the collection date and certain findings aren't made then the money shall be refunded.

## City of San Diego Ordinance O-15318 Guidelines

Facilities Benefit Assessments are governed by the City of San Diego Ordinance O-15318. This is the procedural ordinance for financing public facilities in planned urbanizing areas of the City. This ordinance was adopted August 25, 1980. The major points of this ordinance are provided below.

The City must:

- 1) Designate areas of benefit and provide a diagram of the designated area
- 2) Provide an implementation program or a financing plan with respect to the proposed capital projects
- 3) Describe and provide estimated total costs for each project
- 4) Provide a capital improvement program establishing a schedule for the timing of the project construction
- 5) Provide the method by which costs are apportioned and the estimated cost by parcel in each area of benefit
- 6) Provide the basis and methodology for automatic annual increases
- 7) Place liens on the property for the proposed assessment due at building permit issuance

Fees are deposited in a separate interest earning fund for each area of benefit.



# Development Fees



This brochure outlines fees that the Facilities Financing Section of the Planning and Development Review Department collects as part of the costs of land development in the City of San Diego. Facilities Benefit Assessments (FBA) or Development Impact Fees (DIF) are charged for development in all planned urbanizing and urbanized communities with the City of San Diego. A developer usually pays one of the other (FBA or DIF), not both. This money is used by the City to provide needed public facilities such as streets, libraries, parks and fire stations. The fees must generally be paid to the Information and Application Services Division of the department prior to the issuance of a building permit.

The Facilities Financing Section also assesses Housing Impact Fees. These fees were adopted by Ordinance O-17454 on April 16, 1990. This fee is applicable on new construction, additions or interior remodeling to accommodate a change from the structure's current use. These fees are only applicable on non-residential development. These fees were established to meet, in part, the affordable housing needs of San Diegans.

If you have any questions about any of these fees, call the Planning Department at (619) 235-5200 to speak with Facilities Financing personnel who can assist you.

**FEES SUBJECT TO CHANGE PER UPDATE PROCESS. CHECK WITH COMMUNITY PROJECT MANAGER FOR CURRENT FEES.**

COMMUNITY	FISCAL YEAR 2003 FACILITIES BENEFIT ASSESMENT OR DEVELOPMENT IMPACT FEE								
	Single Family Unit	Multi-Family Unit	Commercial Acre	Industrial Acre	Institutional Acre	Commercial/Indus'l		SPF Single-Family	SPF Multi-Family
						Trans\$/ADT	Fire\$/1000 SF GBA		
Planned Urbanizing Communities									
Black Mountain Ranch	30,000	21,000	9,930 (a) (b)	5,167 7,574 (a)	99,294	-	-	-	-
Carmel Mt. Ranch	-	-	-	-	-	-	-	-	-
Carmel Valley - N	16,228	11,402	60,428	56,195	58,149	-	-	-	-
Carmel Valley - S	16,228	11,402	60,428	56,195	58,149	-	-	-	-
Del Mar Mesa	43,852(c)	30,697	90,337	-	-	-	-	-	-
Fairbanks Ranch	14,303	10,112	44,315	-	-	-	-	-	-
Miramar Ranch North(d)	-	-	-	-	-	-	-	-	-
Mira Mesa	11,378	7,964	70,429	24,690 32,313	-	-	-	-	-
North University City	9,034	6,324	-	-	-	609(e)	-	-	-
Otay Mesa (f)	7,909	5,536	45,476 61,625	15,764 46,338	-	-	-	-	-
Pacific Highlands Ranch	19,995 13,597 (g)	13,997	161,322	107,547	57,358	-	-	-	-
Rancho Bernardo	301/201(h)	301/141(h)	2,106	602	-	-	-	1,366/641(h)	954/44900
Rancho Encantada	13,923	9,746	-	-	6,213	-	-	-	-
Rancho Peñasquitos	15,842	11,090	95,054	-	-	-	-	-	-
Sabre Springs	3,591	2,514	628(a)	317 (a)	-	-	-	-	-
San Pasqual	1,680	1,176	-	-	-	168	-	-	-
ScrippsMiramar Ranch	4,198	2,939	82,878	49,962	28,592	-	-	5,073	5,073
Tierrasanta	4,364	3,054	23,444	13,090	-	-	-	-	-
Torrey Highlands (m)	34,776	24,343	62,249- 209,699(0)	187,095	-	-	-	-	-
Via de la Valle	3,196	-	-	-	-	-	-	-	-
Urbanized Communities									
Barrio Logan	920	920	-	-	-	51	-	-	-
Centre City	400	400	-	-	-	66	-	-	-
Clairemont Mesa	4,261	4,261	-	-	-	42	105	-	-
College Area	2,484	2,484	-	-	-	175	-	-	-
Golden Hill	1,821	1,821	-	-	-	86	55	-	-
Kearny Mesa	7,536	7,536	-	-	-	61	66	-	-
La Jolla	4,689	4,689	-	-	-	156	148	-	-
Linda Vista	783(j)	783(j)	-	-	-	30	59/12900	-	-
Mid City (l)	2,417	2,417	-	-	-	75	5	4,151	3,113
Midway/Pacific Highway	515	515	-	-	-	53	17	-	-
Mission Beach	1,590	1,590	-	-	-	148	-	-	-
Mission Valley	2,307	2,307	-	-	-	143	65	-	-
Navajo	2,162	2,162	-	-	-	152	-	-	-
North Park (l)	4,080	4,080	-	-	-	62	115	4,151	3,113



February 2003  COMMUNITY	FISCAL YEAR 2003 FACILITIES BENEFIT ASSESMENT OR DEVELOPMENT IMPACT FEE								
	Single Family Unit	Multi- Family Unit	Commercial Acre	Industrial Acre	Institu- tional Acre	Commercial/Indus'l		SPF Single- Family	SPF Multit- Family
						Trans\$/ ADT	Fire\$/1000 SF GBA		
Old San Diego	1,110	1,110				148	30	-	-
Otay Mesa-Nestor	2,171	2,171	-	-	-	50	104	-	-
Pacific Beach	2,431	2,431	-	-	-	46	120	-	-
Peninsula	3,020	3,020	-	-	-	146	114	-	-
San Ysidro	3,486	3,486	-	-	-	69	72	-	-
Serra Mesa	1,526	1,526	-	-	-	25	11	-	-
Skyline/Paradise Hills	5,632	5,632	-	-	-	123	230	-	-
Southeastern San Diego	2,430	2,430	-	-	-	194	25	-	-
Tijuana River Valley	3,486	3,486	-	-	-	69	72	-	-
Torrey Pines	3,474	3,474	-	-	-	319	-	-	-
South University City	290	290	-	-	-	41	-	-	-
Uptown	7,665	7,665	-	-	-	119	74	-	-

**Key:**  
 SPF - Special Park Fee  
 SF - Square Foot  
 DIF - Development Impact Fee  
 ADT - Average Daily Trip  
 GBA - Gross Building Area  
 FBA - Facilities Benefit Assessment

**Notes:**

- Assessment per 1,000 sq. ft. of Building Area
- Hotel Rate = \$13,739/Room, Golf Course Rate = \$1,210,835/Course
- AR-1-2 (New Land Use Code) Zone Single Family - \$41,221
- Fee Dependent on Development Agreements. Check with Project Manager.
- Applies to Commercial & Industrial development in the North University City Community area.
- Otay Mesa is divided into West and East Sub-Areas. Facilities Benefit Assessment may be prorated for interim land use developments.
- Del Mar Highlands Estates ONLY.
- Vista del Lago ONLY
- Local Mixed Use - \$280,642 per acre (net of residential area)
- Includes \$129 per DU for the Linda Vista Community Center
- An addition of \$129 per 1,000 sq. ft. of Commercial Building Area will be allocated to the Linda Vista Community Center
- Credit against DIF is given for SPF.
- Excludes Fairbanks Highlands.

**Schedule of Interim Development Impact Fees  
For Subarea II of the City Future Urbanizing Area\***

LAND USE	FY 2003 FEES
Estate Home (Density of 1, or fewer, per acre)	\$24,798 per unit
Single Family Detached	\$20,665 per unit
Multi Family Attached	\$14,466 per unit
Commercial	
a. Retail	\$43,890 per 1000 sq. ft. of Gross Building Area
b. Office	18,008 per 1000 sq. ft. of Gross Building Area
c. Employment Center	13,694 per 1000 sq. ft. of Gross Building Area
d. Service	22,321 per 1000 sq. ft. of Gross Building Area

\* These fees will be in effect until a Public Facilities Financing Plan is approved by Council.

**CITYWIDE HOUSING IMPACT FEE  
Rates Effective July 1, 1996**

These fees are deposited into the San Diego Housing Trust Fund to meet, in part, affordable housing needs in San Diego. The fees for non-residential development and must be paid to the Planning and Development Review Department prior to the issuance permit. Fees subject to annual adjustment.

Type of Use	Fee Per Square Foot
Office	\$1.06
Hotel	\$0.64
Research & Development	>\$0.80
Retail	\$0.64
Manufacturing	\$0.64
Warehouse	\$0.27

Note: Some exemptions may apply for Enterprise Zone and Redevelopment Areas.

These fees can be paid at the Development Services Center (formerly City Operations Building), 2nd Floor, 1222 First Avenue, when permit is issued. Please contact the offices listed below for further information concerning.

Fees for Specific Projects  
 Facilities Financing.....533-3670  
 (Project Manager Community Assignments Listed on Back Page)  
 Copies of the Ordinance  
 City Clerk.....533-4000  
 The Housing Trust Fund / Housing Commission.....578-7582



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**PLANNING DEPARTMENT  
FACILITIES FINANCING SECTION**

**Community Responsibilities**

Charlene Gabriel  
533-3187

Program Manager

Pamela Bernasconi  
533-3677

Supervising Project Manager

John Tracanna  
533-3682

Supervising Project Manager

Angela Abeyta  
533-3674

Miramar Ranch North, Rancho Encantada, Scripps  
Miramar Ranch, Development Monitoring (CRD's  
& TM's)

Vicki Burgess  
533-3684

Golden Hill, La Jolla, Mid-City, Mission Beach,  
North Park, Peninsula, Skyline/Paradise Hills,  
Serra Mesa, Southeastern San Diego, Torrey Pines

Marco Camacho  
533-3686

Linda Vista, Existing Conditions/Public Facilities,  
Inventory, Strategic Framework Element

Jennifer Carroll  
533-3673

Carmel Mountain Ranch, University City (North  
and South), Rancho Penasquitos, Sabre Springs

Gary Hess  
533-3678

Carmel Valley (North and South), Fairbanks  
Ranch, Torrey Highlands (Subarea 4), Sorrento  
Hills, Subarea 2, Via de la Valle

Frank January  
533-3699

College Area, East Elliott, Navajo, Pacific  
Highlands Ranch (Subarea 3), Tierrasanta

Evelyn Lee  
533-3685

Balboa Park, Centre City, Clairemont Mesa,  
Midway/Pacific Highway, Mission Bay Park,  
Ocean Beach, Old San Diego, Pacific Beach,  
Tecolote Park, Uptown, Reimbursement  
Agreements

George Montague  
533-3672

Black Mountain Ranch (Subarea 1), Mira Mesa,  
Rancho Bernardo, San Pasqual

Gary Reming  
533-3683

Barrio Logan, Otay Mesa (Eastern and Western),  
Otay Mesa/Nestor, San Ysidro, Tijuana River  
Valley

Cheryl Robinson  
533-3679

Del Mar Mesa (Subarea 5), Kearny Mesa, Mission  
Valley, Development Agreement Monitoring



THE CITY OF  
SAN DIEGO  
CALIFORNIACITY HOME  
INFORMATION  
COMMUNITY  
CITY HALL  
BUSINESS  
LEISURE| SEARCH | SERVICES | DEPARTMENTS | CONTACT US | TIPS  
MULTIPLE SPECIES CONSERVATION PROGRAM HOME GENERAL INFORMATION MSCP PLAN SUMMARY DOCUMENTS \* MAPS

Multiple Species Conservation Program (MSCP)

# Plan Summary

## Introduction

### Description of MSCP Study Area

### Conservation Plan

### Assembling the MSCP Preserve

### Implementation Strategy and Structure

### Preserve Management & Reporting

### Financing Habitat Acquisition & Mgmt.

## 1.0 INTRODUCTION

The Multiple Species Conservation Program (MSCP) is a comprehensive habitat conservation planning program for southwestern San Diego County. The MSCP will preserve a network of habitat and open space, protecting biodiversity and enhancing the region's quality of life. The MSCP will also provide an economic benefit by reducing constraints on future development and decreasing the costs of compliance with federal and state laws protecting biological resources. The MSCP Plan has been developed cooperatively by participating jurisdictions and special districts in partnership with the wildlife agencies, property owners, and representatives of the development industry and environmental groups. The plan is designed to preserve native vegetation and meet the habitat needs of multiple species, rather than focusing preservation efforts on one species at a time. By identifying priority areas for conservation and other areas for future development, the MSCP will streamline existing permit procedures for development projects which impact habitat.

Many native vegetation communities in the region are considered sensitive because they have been greatly reduced in distribution by development. San Diego County contains over 200 plant and animal species that are federally and/or state listed as endangered, threatened, or rare; proposed or candidates for listing; or otherwise are considered sensitive. Over half of these species occur in the MSCP study area. The MSCP will protect habitat for over 1000 native and normative plant species and more than 380 species of fish, amphibians, reptiles, birds and mammals.

The proposed assembly of the MSCP preserve is based on the policies that public lands be incorporated to the greatest extent possible and that private property rights be fully respected and upheld. Private lands acquired with public funds for the preserve will only be acquired from willing sellers. The MSCP is also based on the equitable distribution of costs.

Local jurisdictions and special districts will implement their portions of the MSCP Plan through subarea plans, which describe specific implementing mechanisms. The MSCP Plan, with its attached subarea plans, will serve as: 1) a multiple species Habitat Conservation Plan pursuant to Section 10(a) of the federal Endangered Species Act; and, 2) a Natural Community Conservation Program (NCCP) Plan pursuant to the California NCCP Act of 1991 and the state Endangered Species Act. Once approved, the MSCP and subarea plans will replace interim . . . [click here to continue text](#)



# **THE DEVELOPMENT PERMIT AND ENVIRONMENTAL REVIEW PROCESS**

E





The City of San Diego

# The Development Review Process

A Planning Committee Members Guide

September 2000

## INTRODUCTION

This section of the handbook focuses on one of the primary responsibilities of a community planning committee member — the review and recommendation on development projects proposed in your community. This section orients committee members to the Development Services Department, how the development review process works, some of the regulations that apply to development in San Diego, and how to work well with project customers and City staff in the process.

One of the Development Services Department's primary responsibilities is the review and inspection of proposed development projects in San Diego for conformance with local and state development policies and regulations. This often involves project review by multiple City staff, other government agencies, and community representatives. The project customer pays for the costs of this review process through the payment of permit and inspection fees.

In order to provide a cost effective review service for our customers while fulfilling the department's responsibility to review projects for safety, environmental, and community concerns, the Development Services Departments has been working on changes to the review and inspection process. Under the title of Process 2000, these improvement efforts are focused on establishing clear department objectives, creating a more

responsive department organization, creating an integrated review process, and using technology for better access to project specific information. These on-going changes are also aimed at making the community review process more meaningful and effective.

This section of the COW handbook describes the current development review process and the roles of those involved. In addition, it provides a brief orientation to the major body of regulations - the Land Development Code - that apply to new development. Helpful hints to improve the review process by community planning committees are also provided.

### Table of Contents

Section	Page Number
Introduction . . . . .	E-1
The Development Review Process . . . . .	E-2
Roles and Responsibilities in the Review Process . . . .	E-12
The Land Development Code and the Review Process .	E-16
Tips for Successful Committee Input on Development Projects . . . . .	E-30

## THE DEVELOPMENT REVIEW PROCESS

All projects that are required by law to obtain a permit or other approval from the City of San Diego must be reviewed by the Planning and Development Services Departments before construction can proceed. This section of the COW handbook describes the review processes, explains the typical steps in project review, and gives an overview of the City's environmental process.

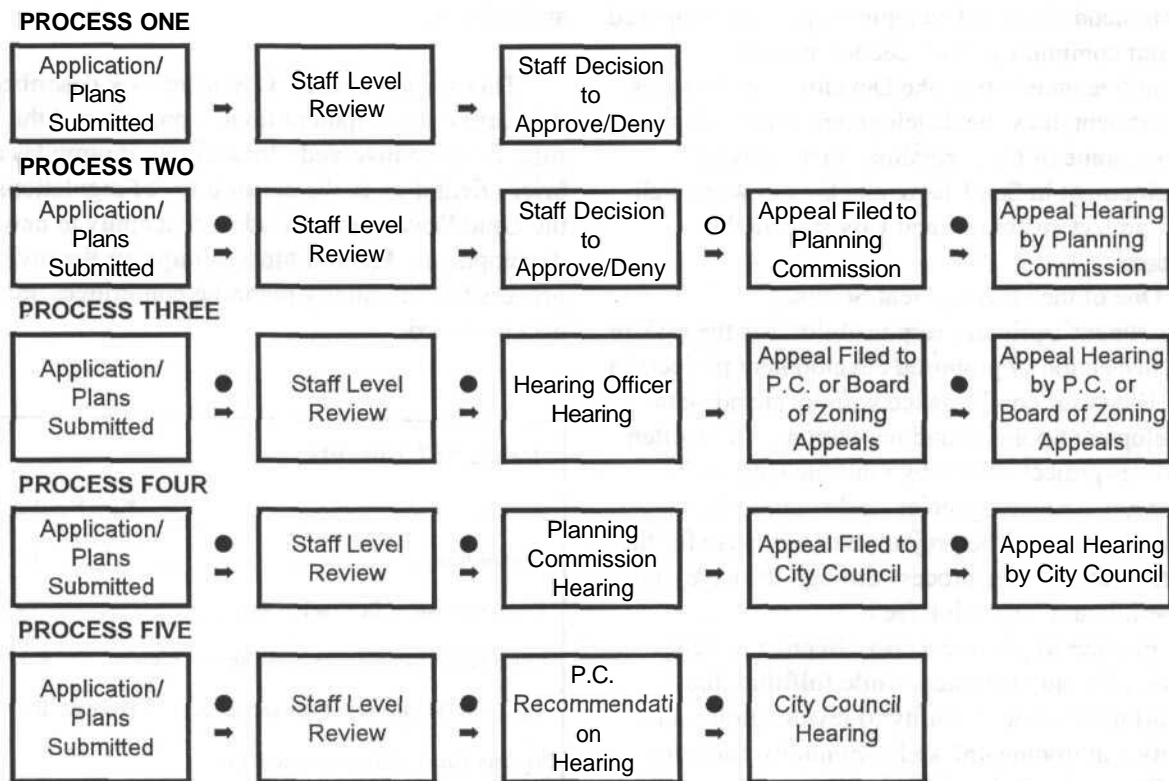
### Project Decision Processes 1-5

The legal process steps that any development project must go through are established in the San Diego Municipal Code § 112.0501 entitled

Overview of Decision Process. This section is excerpted below:

Applications for permits, maps, or other matters shall be acted upon in accordance with one of the five decision processes established in this division and depicted on Diagram E-1 (Diagram 112-05A). The subject matter of the development application determines the process that shall be followed for each application. The provisions of Chapter 12 that pertain to each permit, map, or other matter describe the decision process in more detail. Diagram E-1 (112-05A) describes the City of San Diego's processes only and does not describe other decision processes that may be required by other agencies, such as the State Coastal Commission.

Diagram E-1  
Decision Processes and Notices (Diagram 1112-05A)



The five decision processes shown above fall into two **primary** categories, ministerial decisions or discretionary decisions. Projects reviewed and decided by Process 1 are ministerial decisions. These decisions are based solely on whether a project complies with regulations of the municipal code and, where applicable, any prior approved discretionary decision. If a project complies, the City must, by law, issue a permit. Process 2-5 decisions are considered to be discretionary decisions. While these projects are also subject to regulations, there is some level of discretion given to the assigned decision maker to approve or deny these projects.

Community Planning Committees review and provide **project** approval or denial recommendations for those projects subject to discretionary decisions. Planning Committees receive copies of all plans provided by project

customers at the same as City staff, once the project plans and documents have been deemed complete by the City. Projects that are subject to ministerial decisions are reviewed by City staff only and are not distributed to planning committees.

The City of San Diego processes approximately 400 projects through the discretionary decision process yearly. Roughly 20,000 projects are reviewed and issued permits through the ministerial process each year.

Diagram E-2 shows the typical **permit/approval** types identified in the Municipal Code and the decision process required for each type. The specific decision process for any given project is established in Chapter 12 of the Land Development Code (San Diego Municipal Code Chapters 11-14).

**Diagram E-2**  
**Permit/Approval Types and Decision Processes**

#### PERMIT APPROVAL TYPES

#### DECISION PROCESSES

	Ministerial Decisions Process 1	Process 2	Process 3	Process 4	Process 5
Legislative Actions (Land Use Plan Amendments, Rezones Etc.)					
Subdivision Maps					
Planned Development Permits					
Site Development Permits					
Conditional Use Permits					
Coastal Development Permits					
Neighborhood Development Permits					
Neighborhood Use Permits					
Construction Permits (Building Permits, Right-of-Way Permits, Etc.)					

Note: This table is based on permits and approvals in the new Land Development Code. Projects that are currently in review may have been submitted under the prior Municipal Code and will have **different** permit names, decision processes, and regulations. These projects will be processed to a decision under the prior code.

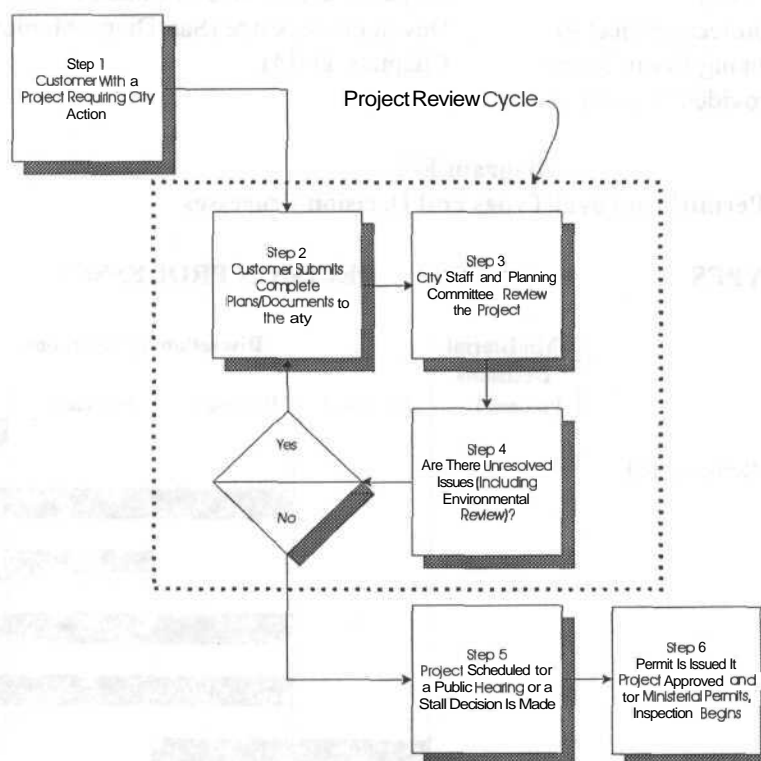


## Steps in the Project Review Process

Independent of the type of permit or approval and the decision process that a project is **subject to**, the development review process follows the same basic steps: 1) A **project** is proposed that requires City approval; 2) the customer **submits** plans and other documents to the City that are reviewed by staff to determine if the application is complete, and if complete, the project is distributed; 3) the project is reviewed for

**conformance** to development regulations and policies (planning committees only see certain projects); 4) once the review is completed, required corrections and comments that must be addressed are prepared by staff and provided to the customer; 5) after all comments and issues have been addressed, a project decision is then rendered. This basic process is shown below in Diagram E-3. Each time a project goes through steps 2-3 in the review process, one "review cycle" is considered completed.

**Diagram E-3**  
**Steps in Project Processing**



Most projects that are subject to a ministerial decision (Process 1) go through an average of 2-4 review cycles before a decision is made. Each review cycle can take 1-30 days to complete. A complete review process from initial completeness to permit issuance can take between

1 day and 4 months on average. The time from submittal to permit issuance varies based on the complexity of the project and on the time it takes a project customer to make changes to their plans in response to staff comments and regulations and resubmit their project to the City for review. After

permit issuance, City staff perform regular inspections of work for **conformance** with approved plans and applicable development regulations.

Projects that go through a discretionary decision (Process 2-5) generally take a longer period of time before a decision is made. These projects generally go through 3-5 review cycles before a public notice is sent that a decision will be made by staff or by a decision-making body (Hearing Officer, Planning Commission, or City Council) at a public hearing. Discretionary decision review cycles average between 20-30 days each **cycle**. From a complete **submittal** until a decision is made can take an average of 4-6 months, based on project complexity, customer response times, and the type of environmental document that the project is subject to.

### Environmental Review

Environmental review is a key part of the review process for projects requiring discretionary decisions. All discretionary decisions are **subject** to environmental review under the State of California Environmental Quality Act (**CEQA**). This process begins when a complete application for a permit or other approval is received by City staff. The environmental review process occurs at the same time and in parallel with all other **project** review. Projects cannot be scheduled for a decision or public hearing until either the project is determined to be exempt from CEQA or the appropriate environmental document has been distributed for public review and then finalized. City staff review of the project for conformance with development regulations and policies can often be finished prior to the completion of the environmental document. Public hearings to make decisions on projects are often held 2-3 weeks after the environmental document has been finalized.

Following is a general overview of the CEQA process.

### Overview of the Environmental Process

The environmental review process is established by the California Environmental

Quality Act (CEQA) (Public Resources Code Section 21000 et seq) and the Guidelines for Implementation of the California Environmental Quality Act (California Administrative Code Section 15000 et seq), as well as court interpretations of CEQA. The California Environmental Quality Act was enacted in 1970, and is similar to the National Environmental Policy Act (NEPA).

### City Responsibility

The **City's** Municipal Code specifically assigns the responsibility for implementation of CEQA to the Development Services Department (DSD). DSD is charged with maintaining independence and **objectivity** in its review and analysis of the environmental consequences of projects under its purview. The Director of DSD must work with both public and private project applicants to ensure that all feasible environmental mitigation measures or project alternatives are incorporated to minimize or preclude adverse impacts to the environment resulting from the project.

### Basic Purpose of CEQA

The basic purposes of the California Environmental Quality Act (CEQA) are to:

- Inform governmental decision-makers and the public about the potential, significant environmental effect of proposed activities
- Identify the ways that environmental damage can be avoided or significantly reduced.
- Prevent significant, avoidable damage to the environment by requiring changes in projects through the use of alternatives or mitigation measures when the governmental agency finds the changes to be feasible.
- Disclose to the public the reasons why a governmental agency approved a project in

the manner the agency chose if **significant** environmental effects are involved.

CEQA establishes a duty for public agencies to avoid or minimize environmental damage where **feasible**. A public agency should not approve a project as proposed if there are feasible **alternatives** or mitigation measures available that would substantially lessen any significant effects that the project would have on the environment.

#### Activities Subject to CEQA

CEQA applies in situations where a governmental agency can use its judgment in deciding whether and how to carry out or approve a project. A project subject to such judgmental controls is called a "discretionary project." CEQA applies to the following governmental actions:

- Activities directly undertaken by a governmental agency.  
Such activities include the construction of streets, bridges, or other public structures, or adoption of plans and zoning regulations.
- Activities financed in whole or in part by a governmental agency.
- Private activities which require approval from a governmental agency such as rezonings, tentative subdivision maps, planned development permits, and conditional use permits.

Private action is not subject to CEQA unless the action involves governmental participation, financing or approval.

#### Environmental Analysis Section

Under the direction of the DSD Director, the Environmental Analysis Section (EAS) of the Development and Environmental Planning Division is responsible for the review of projects and activities under CEQA.

#### Exemptions

The first task in environmental review is to conduct a preliminary review to determine if the activity is exempt from CEQA based on four general measures.

First, it must be determined if the activity is a project as defined by CEQA.

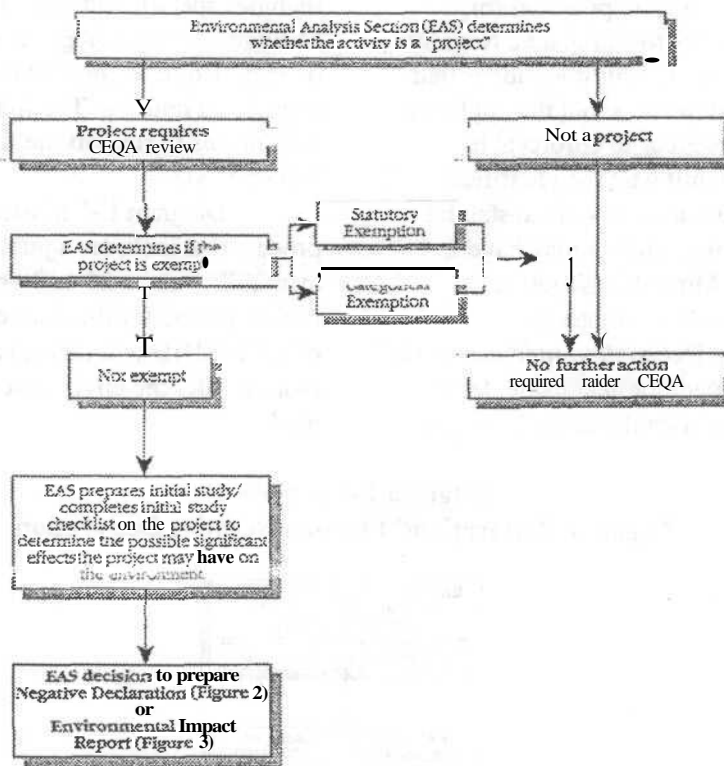
Second, the State Legislature has mandated that certain activities such as emergency projects and the issuance of ministerial permits, such as building permits, are generally exempt from environmental review.

Third, the CEQA Guidelines have established classes of projects that have been determined not to have a significant effect on the **environment**, such as minor additions to existing facilities, and actions by regulatory agencies for the protection of the environment.

Fourth, if a preliminary evaluation enables determinations that there is no possibility that the project may have a significant effect on the environment, then no further action is required under CEQA (See Diagram E-4). The time it takes to complete an exemption averages two to four weeks after the receipt of the project application.



**Diagram E-4 (Figure 1)**  
**Initial Determination**



## Initial Study

If a project is not exempt from environmental review, EAS will conduct a preliminary analysis, referred to as an Initial Study to determine whether the **project** may have a significant effect on the environment.

All phases of project planning, implementation, and operation must be considered in the Initial Study of the project. The Initial Study includes a worksheet, checklist with references, and a brief report with a discussion of the project description and location. It also discusses the environmental setting, the potential for impacts, and ways to mitigate significant impacts, if any.

The purpose of an Initial Study, per Section 15063 of the CEQA Guidelines, is to provide staff with information to use as the basis for deciding whether to prepare an Environmental Impact Report (**EIR**) or Negative Declaration. An Initial Study can eliminate the need for

unnecessary **EIR**'s by enabling modification of a project to mitigate adverse impacts before an **EIR** is prepared, thereby qualifying the project for a Negative Declaration. If an **EIR** is required, an Initial Study can assist in its preparation by focusing the **EIR** on the effects determined to be significant, as well as identifying and explaining the reasons for determining non-significant effects.

EAS may determine that additional information is required before the Initial Study and determination of potential impacts can be completed. This information may include such technical studies as an acoustical analysis, biological survey, archaeological survey and assessment, historical assessment, etc. This process is referred to as an Extended Initial Study and is used when the potential impacts can likely be mitigated through project redesign or conditions of approval.

### Negative Declaration/Mitigated Negative Declaration

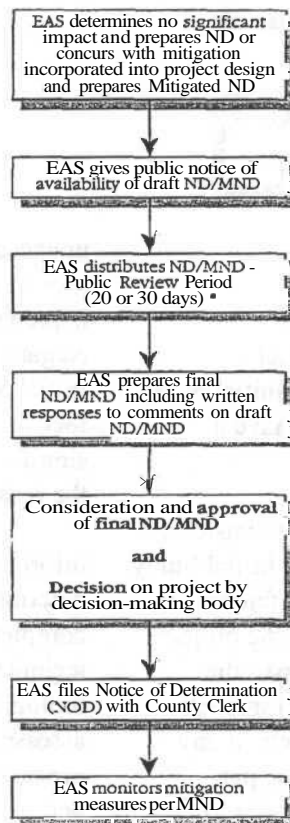
If after completing the Initial Study, it can be determined that there is no potential for significant impacts, EAS will prepare a Negative Declaration (ND). If the Initial Study identified potentially significant impacts, but the applicant revises the project or agrees to enforceable conditions that would mitigate the identified significant impacts and there is not substantial evidence that the revised project may have a significant impact, a Mitigated Negative Declaration (MND) will be prepared.

The Negative Declaration includes a brief description of the project, project name, legal description, project applicant and the proposed

finding that the project will not have a significant effect on the environment. In the case of a Mitigated Negative Declaration the document includes specific mitigation measures and a Mitigation Monitoring and Reporting Program to be included in the project to avoid potentially significant impacts. The Initial Study documenting the reasons to support the finding is attached to the ND or MND.

Diagram E-5 illustrates the ND/MND process that includes a published notice of availability and a 20 or 30-calendar day public review period for the draft document. Completion of a ND/MND will take an average of two to six months after the environmental determination is made.

**Diagram E-5 (Figure 2)**  
**Negative Declaration/Mitigated Negative Declaration**



The public review period for a draft ND/MND is 20 calendar days. An additional 10 calendar days are required for public review of projects which must also be acted upon by a responsible state trustee agency or which have regional significance and are routed through the State Clearinghouse.

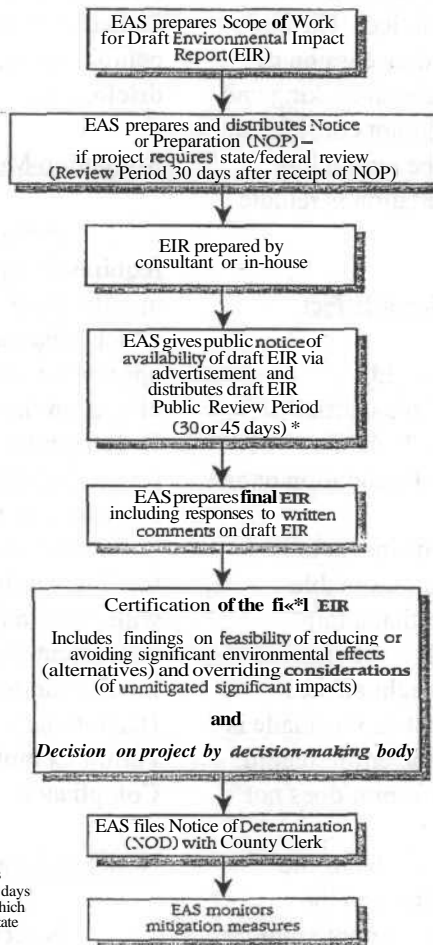
## Environmental Impact Report

If there is "substantial evidence" that the project may have a "significant effect" (as defined by CEQA) on the environment, then an EIR is prepared.

The EIR is a detailed report describing the project, analyzing its significant environmental

effects, and discussing ways to mitigate or avoid the effects. Diagram E-6 (Figure 3) illustrates the EIR process. Consultants, who although hired by the applicant, are under the supervision of EAS staff, prepare the majority of EIR's. Completion of an EIR can vary from six to twelve months depending on project complexity.

**Diagram E-6 (Figure 3)**  
**Environmental Impact Report**



\* public review period for a draft EIR is 30 calendar days. An additional 15 calendar days are required for public review of projects which also be acted upon by a responsible state agency or which have regional significance and are routed through the State Assembly.



A key element of the EIR is the **Alternatives** section. CEQA requires discussion of a range of reasonable alternatives to the project, or to the location of the projects that could feasibly attain the basic objectives of the project. The EIR should evaluate the comparative merits of alternatives and should focus on alternatives capable of eliminating any significant adverse environmental effects or reducing them to a level of insignificance, even if the alternative would impede to some degree the attainment of the project objectives, or would be more costly.

The range of alternatives required in an EIR is governed by the "rule of reason" that requires the EIR to set forth only those alternatives necessary to permit a reasoned choice. The key issue is whether the selection and discussion of alternatives fosters informed decision-making and public participation. An EIR need not consider an alternative whose effect cannot be reasonably ascertained and whose implementation is remote and speculative.

#### Substantial Evidence and significant Effect

Per Section 15384 of the CEQA Guidelines, the key phrases are "substantial evidence" and "significant effect," when determining whether a Negative Declaration or an EIR is to be prepared.

"Substantial evidence" means there is enough relevant information and reasonable inferences from this information that a fair argument can be made to support a conclusion, even though other conclusions might also be reached. Whether a fair argument can be made is to be determined by examining the entire record. Mere uncorroborated opinion or rumor does not constitute substantial evidence.

Per Sections 15382 and 15064 of the CEQA Guidelines, significant effect on the environment means "a substantial, or potentially substantial, adverse change in any of the physical conditions within the area affected by the project." "The determination of whether a project may have a significant effect on the environment calls for careful judgment on the part of the public agency involved, based to the extent possible on scientific

and factual data."

#### Standards for Adequacy of an EIR Per Section 15151

CEQA requires that an EIR be prepared with a sufficient degree of analysis to enable decision makers to intelligently take into account environmental consequences. An evaluation of the environmental effects of a proposed project need not be exhaustive, but the sufficiency of an EIR is reviewed in light of what is reasonably **feasible**. Disagreement among experts does not make an EIR inadequate, but the EIR should summarize the main points of disagreement. The courts have looked not for perfection but for adequacy, completeness, and a good faith effort at full disclosure.

#### Mitigation Monitoring and Reporting Program

Public Resources Code Section 21081.6 requires that public agencies "adopt a reporting and monitoring program for the changes to the project which it has adopted or made a condition of project approval in order to mitigate or avoid significant effects on the **environment**." The Land Development Review Division is the primary group responsible for monitoring mitigation measures, and works with other Development Services divisions and City departments, such as the Engineering Department to ensure compliance with codes and permit conditions during project implementation. The four basic steps in the monitoring process are as follows: 1) Discretionary Permit Review; 2) Plan Check; 3) Permit Compliance; and 4) Long Term Compliance.

#### Noticing Requirements

Notice of availability of environmental documents for public review and comment is published one time in the officially designated City newspaper, and sent to all organizations and individuals who have previously requested such notice. A notice of availability is also sent to the officially recognized community planning

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committee representing the planning area involved, as well as to the local library. The Development Services Department may also send the notice to

the community newspaper.

### Public Review and Comment

Once a draft environmental document has been prepared, the public review period is 20 calendar days for a Negative Declaration and 30 calendar days for an EIR. An additional 10 calendar days for ND's and 15 calendar days for EIR's is required for projects that must also be acted upon by a responsible state or trustee agency or that have regional significance and are routed through the State Clearinghouse. All addenda for environmental documents certified more than three years previously are distributed for public review for 20 calendar days along with the previously certified environmental document.

The Development Services Director may allow an additional review period not to exceed 14 calendar days, for good cause upon request of the affected officially recognized community planning group. At the end of the public review period, EAS staff responds to all written comments that address the adequacy or accuracy of the report and revises the report if necessary. The report is then available for the decision making process.

### Findings and Statement of Overriding Considerations

If an EIR identifies one or more significant environmental impacts, CEQA states that the public agency cannot approve the project unless one or more written findings are made for each of the significant impacts, accompanied by a brief explanation of the rationale for each finding. Possible findings include:

- A statement that mitigation measures have been incorporated into the project, or
- A statement that mitigation measures are within the responsibility and jurisdiction of another public agency, or

- A statement that there is substantiated evidence that there are specific economic, social, or other considerations that make infeasible the mitigation measures or alternatives identified in the final EIR.

If the impacts are not mitigated to a level below significance, and the City Council or other decision-maker wishes to approve the project, it would also be necessary to adopt a Statement of Overriding Considerations indicating that the benefits of a proposed project outweigh the unavoidable adverse environmental effects.

### Certification/Approval

At the time of the public hearing, if the City Council or other decision-maker wishes to approve the project, the decision maker must certify that the final environmental document has been completed in compliance with CEQA, that the document reflects the independent judgment of the decision-maker, and that the decision-maker reviewed and considered the information contained in the final environmental document prior to approving the project.

## REVIEW PROCESS ROLES

There are four major parties involved in the project review process for development projects that require City approval. They are 1) the project customer, 2) the community planning committee, 3) City staff, and 4) the decision maker (City staff, Hearing Officer, Planning Commission, and City Council). Each of these groups have very clearly defined roles established by State Law, City Charter, the Municipal Code, or Council Policy.

In order to further clarify the responsibilities of the planning committee and City staff, Information Bulletin 620 was developed through a collaborative effort between staff and representatives of the Community Planners Committee (CPC). This document was also approved by the CPC.

Areas covered by the bulletin includes a brief description of the project review process, the way communication and information transfers are to occur between the City and planning committee, and the general timing of the review process and communication. A copy of this bulletin is distributed to the planning committee by the City with the initial **submittal** of each project.

### Bulletin 620

This section is excerpted from the June 1998 Bulletin entitled "Coordination of Project Management With Community Planning Committees." Two forms contained in the bulletin have not been provided.

The following guidelines outline the role of the Development project Manager and Community Planning committee in the City's discretionary review process:

#### Preliminary Review Meetings

During the Preliminary Review Meeting for a project, the applicant will be referred to the responsible community Planning Committee(s) for the proposed project. At the conclusion of the Preliminary review process, a copy of the meeting minutes, including any draft schedules, will be

distributed to the committee(s). The applicant will be responsible for contacting the Committee(s) if they choose to discuss the project prior to submittal of their application to the City. The City encourages early contact with and a presentation to the Committee(s).

#### Project Submittal and Review

Upon submittal of a project to the City, the Development project Manager and Team will establish a schedule with the objectives of creating a timely and predictable process for the applicant and the public; providing an efficient and effective review process; and providing for community participation. The following outlines the major project milestones and the procedure for interaction with the Committee(s):

#### Full Submittal/Notice of Application:

Upon receipt by the City of the full submittal for the purpose of deeming the project application complete, the committee(s) will be notified of the application. At this time, the City will encourage the applicant to contact and make a presentation to the Committee(s). The Committee(s) will be provided a copy of the General application, Development Summary, site plans, and a Community Planning Committee Distribution form. Part 1 of this form may be used to provide the city with initial comments and issues regarding the project.

#### Assessment Letter:

At the conclusion of their review cycle, the City will provide the applicant an assessment letter detailing issues and any recommended modifications to the project. Should the schedule allow the Committee(s) to provide their comments to the City prior to issuance of the Assessment letter, these comments will be included as an attachment. These comments shall be forwarded directly to





the Project Manager to facilitate their inclusion in the assessment Letter. Should the timing of the **committee(s)** review meetings and the City's project schedule not allow the Development Project Manager to include these comments with the Assessment Letter, they will be forwarded immediately to the applicant. A copy of the Assessment Letter will be provided to the **Committee(s)**.

#### Subsequent Review and Project Changes:

Subsequent copies of the City's assessment letters will be provided to the **Committee(s)**, as well as plans reflecting major revisions to a project.

#### Environmental Review Process:

Whenever possible, all project review shall be completed, and written comments submitted to the City, during the public review period offered by the environmental review process (substantive changes in projects subsequent to completion of the environmental review process will sanction further evaluation by the Community planning **Committee(s)**). The outcome of the **committee(s)** actions shall be provided to the Development Project Manager in an official correspondence (Part 2 of the Community Planning Committee Distribution Form, meeting minutes, or a letter from the chairperson) in order to be included in the report to the decision maker. During the public review period for the environmental document, public comment shall be provided to the City in accordance with the California Environmental Quality Act (CEQA); this comment shall be provided to the contact identified in the draft environmental document. The **Committee(s)** may also provide a copy of this comment to the Development project Manager.

#### Committee Review

The project schedule shall assure that the **committee(s)** has an opportunity to review and make recommendations on a timely basis. Project schedules, as developed and revised, shall be provided to the **committee(s)**. In the event the **Committee(s)** require additional time above and beyond the project schedule to review and make their recommendation to the decision maker, a request in writing for an extension shall be directed to the Development Review Manager. This request shall outline the circumstances necessitating this need and the length of time of the extension.

#### Project Types

Development Project Managers will be available to attend the **Committee(s)** meetings for projects involving a high level of complexity or interest. Characteristics of these types of projects include, but are not limited to: • Community plan amendments **and/or rezonings**; • Projects requiring an Environmental Impact **report**; • Projects which have community wide **significance**; • Projects which are highly controversial **and/or** involve substantial community concern. For all other projects, the Community Planner will have direct access to the Development Project Manager and will be responsible for representing such projects to the **Committee(s)**. When the **Committee(s)** believe a project has community significance, they may submit a request in writing to the Development services Manager requesting the Development project Manager attend a **Committee(s)** meeting for that project.

#### Time Certainty on the **Committee(s)** Agenda

In situations where a Development Project Manager will be attending the **Committee(s)** meeting, time shall be set as "time certain" on the agenda for the project, or, such items shall be scheduled at the beginning of the **Committee(s)** meeting. This will ensure the most efficient use of the staff time and limit the total hours billed to an applicant for time expended on the project.

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### Single Point of Contact with the Committee(s)

The Community Planner will be a member of the project Review Team and will function as the primary liaison between the community and the City. When the Community Planner represents the City, they will provide general information regarding the project; however, specific details of the project will be the responsibility of the Development Project Manager, who will act as the single point of contact for information on a project. For projects requiring attendance at the committee(s), the Committee(s) shall designate a representative to be the single point of contact for the Development project Manager. Should no person be designated, the Committee(s) chairperson shall be deemed to be the point of contact. This arrangement will ensure a coordinated flow of information between the Development Project Manager and the committee(s) on all issues related to the project.

### General Role Descriptions

Following is a general discussion on the roles and responsibilities of the four key groups involved in development review.

#### Project Customer Role

The project customer is required by the Municipal Code to make application for a permit or other approval because of the type of project proposed, where it is located, and the regulations applicable. They have a responsibility to submit a complete project application per the City's submittal requirements and to diligently process their project through the review and construction process.

Project customers are not required to attend or make presentations to community planning committees for projects that require discretionary decisions. The customer is only required to provide an extra copy of the materials being reviewed by City staff. This copy is forwarded to the planning committee for their review and recommendation. City Staff, however, encourage project customers to contact the

appropriate planning committee early in the process and to work cooperatively with them throughout the project review.

#### Community Planning Committee

The responsibility of the community planning committee is established by Council Policy 600-24 and is provided in another section of this handbook. Review and recommendations on how well a proposed development project complies with the adopted community plan for an area is the primary responsibility of the planning committee. Committee recommendations are forwarded to staff and the decision maker. All recommendations provided by the committee should cover whether a proposed project is consistent with the goals and objectives of the adopted plan. If the committee feels there are conflicts, they should clearly indicate the specific provisions of their plan that the project or aspects of the project design conflict with.

As described in information bulletin number 620 above, providing a timely recommendation to the City is also an important responsibility of the planning committee. Projects often go through months of review, involving a number of City staff review cycles. Providing an early recommendation makes the committee's issues known during the time when most project changes are occurring. It also avoids placing the group in a position of requesting a delay in a project's schedule. Committees should make the best and timeliest recommendation they can with the project application materials that they have.

#### City Staff

There are two general groups of staff involved in project review — the project multi-disciplinary team reviewers (MDT) and the development project managers (DPM).

The MDT members are the staff responsible for determining if a proposed project complies with state and local land development policies and regulations. They represent expertise in the building and site engineering, planning, landscape architecture, and architecture disciplines.

These reviewers are generally found in the Long Range Planning Division, the Land Development Review Division, and the Building Development Review Division of the Department.

Each time a project is submitted for review, the appropriate project review team from this group of disciplines is formed. These staff then make recommendations on the proposed project's compliance with applicable development standards and requirements during each review.

The DPMs are responsible for process related matters on development projects. They have responsibility for all formal project communication between the customer and staff and with the community. Development projects are facilitated through the project review process by the DPM through project schedule monitoring MDT coordination. When design conflicts arise on a project between staff recommendations and a customer's proposal, the DPM has the responsibility to make sure the conflict is resolved in a timely manner. Bulletin Number 620 shown above also **clarify's** the role of a DPM relative to working with the community planning **committees**.

Like the planning committee, City **staff's** overall role is to ultimately provide a recommendation to the decision maker on whether a project should be approved or denied and to provide alternatives for the consideration.

#### Decision Maker

The decision maker varies on development projects based on several factors. These include the type of project proposed (rezoning, conditional use permit, building permit, etc.); the location of the project (Coastal Zone, Community Plan Implementation Overlay Zone, Beach Impact Area, etc.); and what is on the property (wetlands, historic structures, steep slopes, etc.). Projects with detailed regulations and no discretion exercised are typically decided by staff. Projects with discretion as provided in the Municipal Code are decided at a public hearing by either a Hearing Officer, the Planning Commission, or City Council.

The decision **maker's** role is to review the evidence provided by the customer, planning

committee, and staff and then make a decision on the project.

The Municipal Code identifies the basis to be used by each decision maker in approving or denying a **project**. They must provide the basis or evidence for their decision as part of the **project's** public record.



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## **THE LAND DEVELOPMENT CODE AND THE REVIEW PROCESS**

The Land Development Code (LDC) is the title given to Chapters 11-14 of the San Diego Municipal Code. These chapters contain development regulations applicable to all development in San Diego. On January 3, 2000, the new code became effective for all development submitted for permits or approvals.

As part of the adoption process for the LDC, the City Council directed staff to have a regular update process for the code during the first two years of implementation. The update process is aimed at making necessary corrections to further clarify the code as well as to consider substantive changes to address development issues identified by staff and the community. A citizen's committee made up of planning committee, property owner, business, design professional, and other stakeholder group representatives was formed to help advise staff during this update process.

### **User's Guide Introduction**

This section is an excerpt from the Land Development Manual User Guide, December 1999. The User's Guide was written to assist property owners and those in the building industry who are applying for permits to use or develop land in the City of San Diego. The purpose of the User's Guide is to explain how to find information in the Land Development Code.

The User's Guide contains examples from the Land Development Code regulations for illustration purposes only.

### **What Is the Land Development Code?**

Chapters 11-14 of the Municipal Code are referred to as the Land Development Code. These chapters contain the city's planning, zoning, subdivision, and building regulations, with the exception of the planned district ordinance regulations, as discussed below. The Land

Development Code is one of the tools used to implement the Progress Guide and General Plan and the community plans, which establish the pattern and intensity of land use throughout the City.

### **How Are Planned District Ordinances Affected by the Land Development Code?**

Planned district ordinances are special zoning regulations that have been adopted by the City Council for certain geographic areas of the city. The planned districts have not been incorporated into the Land Development Code and remain in Chapter 10 of the Municipal Code. Although the planned districts remain in effect, where they rely on citywide zoning, subdivision, or building regulations, the new Chapter 11-14 regulations will apply and the planned districts have been amended to refer to the new chapters.

### **Why Was the Land Development Code Adopted?**

The preparation of the Land Development Code was initiated as part of the City's effort to simplify the development process. Before adoption of the Land Development Code on September 28, 1999, planning, zoning, subdivision, and building regulations were scattered throughout several chapters of the Municipal Code. Additional requirements were contained in Council Policies, technical manuals, and development guidelines. Finding all of the requirements that applied to a proposed development had become increasingly difficult as the City's land development process grew more complex over the last several years. In many cases, the regulations had also become too complicated and the review process, too unpredictable.

The Land Development Code consolidates all development regulations into a sequence of four chapters of the Municipal Code. Technical manuals, standards, and guidelines are being consolidated into a Land Development Manual that is referenced by the code where applicable (see page 15). Use and development regulations have

been simplified, where appropriate, and organized into tables. The review process has been streamlined by reducing the number of different types of permits from over 80 to 14, 7 of which are discretionary permits, and by establishing a uniform decision process.

#### Finding Information in The Land Development Code

Several tools have been incorporated into the Land Development Code to make the regulations easier to find and understand.

- The Land Development Code, like other parts of the Municipal Code, is organized by chapters, articles, divisions, and sections. All regulations in the Land Development Code are identified by a 7-digit number, which is referred to as the "section number." By reading the section number from left to right, you can tell in which chapter, article, and division the section is located.

#### EXAMPLE

**§111.0101**  
Chapter 11 Article 1 Division 1 Section 1

- Chapters have been organized by topic, with Chapters 11 and 12 providing the procedures for review and approval of applications for development, and Chapters 13 and 14 providing the regulations that govern the use, design, and construction of buildings. A more detailed outline of the chapters is provided below.
- Each chapter contains a table of contents that identifies all articles, divisions, and sections in the chapter so that the user can find information more quickly.
- Each chapter, article, division, and section has been titled to reflect the content of the regulations.

#### Chapter Outline

<p style="text-align: center;"><b>Chapter 11</b> <b>LAND DEVELOPMENT</b> <b>PROCEDURES</b></p> <p>Article 1 General Rules and Authority Article 2 Required Steps in Processing Article 3 Land Development Terms</p>	<p style="text-align: center;"><b>Chapter 13</b> <b>ZONES</b></p> <p>Article 1 Base Zones Article 2 Overlay Zones</p>
<p style="text-align: center;"><b>Chapter 12</b> <b>LAND DEVELOPMENT</b> <b>REVIEWS</b></p> <p>Article 1 General Information on Required Reviews and Enforcement Article 2 Land Use Plans Article 3 Zoning Article 4 Agreements Article 5 Subdivision Procedures Article 6 Development Permits Article 7 Previously Conforming Premises and Uses Article 8 Implementation Procedures for CEQA and the State CEQA Guidelines Article 9 Construction Permits</p>	<p style="text-align: center;"><b>Chapter 14</b> <b>GENERAL REGULATIONS</b></p> <p>Article 1 Separately Regulated Use Regulations Article 2 General Development Regulations Article 3 Supplemental Development Regulations Article 4 Subdivision Regulations Article 5 Building Regulations Article 6 Electrical Regulations Article 7 Plumbing and Mechanical Regulations</p>

- Pages in the Land Development Code are numbered differently than other parts of the Municipal Code. At the bottom of each page is a box that provides the chapter, article, and division number, as well as the page number. Pages are numbered by division.

#### EXAMPLE

Ch. Art. Div.			
13	1	5	21

#### How to Find the Zoning Regulations for Your Property

The first step in determining the zoning regulations that apply to your property is to find your site on the Official Zoning Maps. These maps show the base zones and overlay zones for all private property in the city (*see discussion on page 5 for a description of base zones and overlay zones*). The Official Zoning Maps are available for viewing or purchase from the Development Services Division. Zone information may also be obtained by phone by calling 619-446-5000. You will need to provide the street address or the legal description of the property.

After you've determined in which base zone your property is located, refer to Chapter 13, Article 1 to find the permitted uses and the applicable development regulations as described in the sections below. If your property is also within an overlay zone, refer to Chapter 13, Article 2 to find the supplemental regulations.

#### How to Determine What Uses Are Allowed on Your Property

Look in Chapter 13, Article 1, Divisions I-6 to find the uses permitted in each base zone. Divisions 2-6 contain a use regulations table that lists the permitted uses for each zone, those that are allowed with specified limitations, and those that require a use permit.

The tables do not list every use that may be allowed in each zone; they identify use categories and **subcategories**, which are groups of uses that have similar physical or operating characteristics. In the example of the use regulations table on page 6, the table shows the use categories of "Vehicle & Vehicular Equipment Sales & Service", "Wholesale, Distribution, Storage", and "Industrial". Subcategories are listed for each of these categories. Descriptions of the use categories and subcategories are provided in Chapter 13, Article 1, Division 1. If you are unsure what use category or **subcategory** a particular use would be in, review the descriptions in Division 1.

Some uses that are allowed in certain base zones may be accessory uses in other zones. The regulations for accessory uses are in Chapter 13, Article 1, in the section titled "Additional Use Regulations" for the base zone.

#### What Are Base Zones?

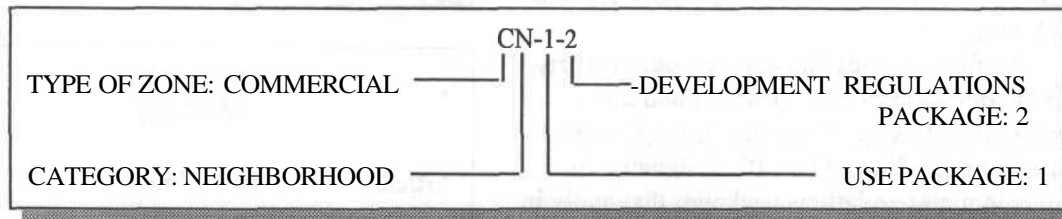
All private property in the city is in a base zone. Base zone designations identify the uses allowed on a property and the development regulations that apply to the property.

The base zone is composed of four designators:

- The 1st designator is a letter that identifies one of five basic zone **types--agriculture** (A), open space (O), residential (R), commercial (C), or industrial (I)
- The 2nd designator is a letter that identifies a more specific category of agriculture, open space, residential, commercial, or industrial **zone--for example**, multiple-unit residential (RM) or neighborhood commercial (CN)
- The 3rd designator is a number that identifies a package of uses that may be permitted (called a use package)
- The 4th designator is a number that identifies a package of development regulations, such as maximum height or lot size (called a development regulations package)



## BASEZONEEXAMPLE



### What Are Overlay Zones?

Some property may also be in an overlay zone. Overlay zones are applied to specific geographic areas to modify the regulations of the base zone. Overlay zones address specific issues such as development of property surrounding an airport, special height limits, additional parking requirements, or design requirements to implement

a community plan. Overlay zones are applied in conjunction with a base zone and are designated on the official zoning maps with the acronym formed by the title of the overlay zone shown after the base zone. For example, where the Community Plan Implementation Overlay Zone has been applied to a neighborhood commercial site, the zone would be shown as **CN-1-2/CPIOZ**.

Use <b>Categories/Subcategories</b> [See Section 131.0112 for an explanation and descriptions of the Use Categories, Subcategories, and Separately Regulated Uses]	Zone Designator		Zones									
	1st & 2nd X  3rd ➤  4th >	CN <sup>(1)</sup> -			CR-		CO-		CV-		CP-	
		1-			1-	2-	1-	1-		1-		
		1	2	3	1	1	1	2	1	2	1	
<b>Vehicle &amp; Vehicular Equipment Sales &amp; Service</b>												
Commercial Vehicle Repair & Maintenance			-			P	P	-		-	-	
Commercial Vehicle Sales & Rentals			-			P	P	-		-	-	
<b>Personal</b> Vehicle Repair & Maintenance			-			P	P	-		-	-	
<b>Personal</b> Vehicle Sales & Rentals			-			P	P	-		-	-	
Vehicle <b>Equipment &amp; Supplies</b> Sales & Rentals			-			P	P	-		-	-	
Separately Regulated Vehicle & Vehicular Equipment Sales & Service Uses												
Automobile Service Stations			-			C	C	C		C	-	
Outdoor Storage & Display of New, Unregistered Motor Vehicles as a <i>Primary Use</i>			-			C	C	-		-	-	
<b>Wholesale, Distribution, Storage</b>												
Equipment & Materials Storage Yards			-			-	P	-		-	-	
Moving & Storage <b>Facilities</b>			-			-	P	-		-	-	
Warehouses			-			-	P <sup>(8)</sup>	-		-	-	
Wholesale Distribution			-			-	P <sup>(8)</sup>	-		-	-	
Separately Regulated Wholesale, Distribution, and Storage Uses												
Impound Storage Yards			-			-	C	-		-	-	
Junk Yards			-			-	-	-		-	-	
Temporary Construction Storage Yards Located off-site			L			L	L	L		L	-	

A portion of the use regulations table from the commercial zones is shown above. This

example shows the CN-1-1, CN-1-2, CN-1-3, CR-1-1, CR-2-1, CO-1-1, CO-1-2, CV-1-1, CV-1-2 and CP-1-1 zones.

To find the uses allowed on your property, first find your zone category (the 1st and 2nd designators) and use package (the 3rd designator) in the column headings. (The 4th designator shows the development regulations packages that apply in each zone.) Next, look at the use categories and subcategories in the left-hand column to find the uses that are allowed in each zone. The tables indicate allowed uses in four ways:

"P" indicates that the use is permitted by right, which means that no additional review or action by the City is required for this use to occur, other than the processing of construction permits.

"L" indicates that the use is permitted with limitations. The limitations may consist of minimum development standards, restrictions on operations, or other supplemental regulations. These supplemental regulations are in Chapter 14, Article 1 (Separately Regulated Use Regulations).

"N" indicates that the use requires approval of a Neighborhood Use Permit (NUP). NUPs are required for those uses that have the potential for limited, identifiable impacts on surrounding development within the immediate area. Uses requiring an NUP may be permitted in accordance with Process Two. The procedure for obtaining an NUP is described in Chapter 12, Article 6, Divisions 1 and 2. The development regulations for NUPs are in Chapter 14, Article 1.

"C" indicates that the use requires approval of a Conditional Use Permit (CUP). CUPs are required for those uses that have the potential for significant impacts on surrounding development within a wide area. Uses requiring a CUP may be permitted in accordance with Process Three, Process Four, or Process Five. The procedure for obtaining a CUP is described in Chapter 12, Article 6, Divisions 1 and 3. The development regulations for CUPs are in Chapter 14, Article 1. The decision process for each use is also identified in Chapter 14, Article 1.

A use category or subcategory that is not permitted (not allowable) is shown as "-".

## How to Find the Regulations Governing The Size and Scale Of Development

### Chapter 13 ZONES

Article 1	Base Zones
Division 1	General Rules for Base Zones
Division 2	Open Space Base Zones
Division 3	Agricultural Base Zones
Division 4	Residential Base Zones
Division 5	Commercial Base Zones
Division 6	Industrial Base Zones

Look in Chapter 13, Article 1, Divisions 2-6 to find the basic development regulations that govern the size and scale of development such as permitted density, requirements for lot size, setbacks, and structure height. Each division contains a development regulations table that lists the basic development regulations for each base zone. The tables also refer to other sections in the Land Development Code that contain additional regulations that are applicable in the base zone.

The development regulations tables for each type of zone are set up with a parallel structure to make finding the applicable regulations and comparing regulations among zones easier.

A section of the development regulations table from the commercial zones is shown below. This example shows the CR-1-1, CR-2-1, CO-1-1, CO-1-2, CV1-1, CV-1-2 and CP-1-1 zones.

To find the regulations for your property, first find your zone category (the 1st and 2nd designators) and development regulations package (the 4th designator) in the column headings. (The 3rd designator shows the use regulations packages that apply in each zone.) Next, look at the left-hand column to find the regulations for lot area, lot dimensions, setbacks, height, etc.

Development Regulations [See Section 131.0530 for Development Regulations of Commercial Zones]	Zone Designator	Zones						
	1st & 2nd »	CR-		CO-		CV-		CP-
	3rd »	1-	2-	1-		1-		1-
	4th »	1	1	2	1	2	1	
Lot area								
Min Lot Area (sf)		15,000	5,000	5,000	15,000	5,000	--	
Lot dimensions								
Min Lot Width (ft)		100	50	50	100	50	--	
Min <i>street frontage</i> (ft)		100	50	50	100	50	--	
Min Lot Depth (ft)		100	100	100	100	100	--	
Setback requirements								
Min Front <i>setback</i> (ft)		10	10 <sup>(2)</sup> <sub>25</sub>	10	10	10 <sup>(2)</sup>	10	
Max Front <i>setback</i> (ft)		--	--	--	--	--	--	
[See Section 131.0543(a)(1)]								
Min Side <i>setback</i> (ft)		10	10 <sup>(3)</sup> <sub>0</sub>	10 <sup>(3)</sup> <sub>0</sub>	10	10 <sup>(3)</sup> <sub>0</sub>	10	
Optional Side <i>setback</i> (ft)		--	--	--	--	--	--	
Side <i>Setback</i> abutting residential		applies	applies	applies	applies	applies	applies	
[See Section 131.0543(c)]								
Min <i>Street Side setback</i> (ft)		10	10 <sup>(2)</sup> <sub>25</sub>	10	--	10 <sup>(2)</sup>	--	
Max <i>Street Side setback</i> (ft)		--	--	--	--	--	--	
[See Section 131.0543(a)(1)]								
Min Rear <i>setback</i> (ft)		10	10 <sup>(3)</sup> <sub>0</sub>	10 <sup>(3)</sup> <sub>0</sub>	10	10 <sup>(3)</sup> <sub>0</sub>	10 <sup>(3)</sup> <sub>0</sub>	
Optional Rear <i>setback</i> (ft)		--	--	--	--	--	--	
Rear <i>Setback</i> abutting residential		applies	applies	applies	applies	applies	applies	
[See Section 131.0543(c)]								
Max <i>structure height</i> (ft)		60	45	60	60	45	30	

In most cases the regulation will be specified in the table. In some cases the left-hand column of the table will contain a reference to another section in the Land Development Code (see "Supplemental residential regulations" for example). The referenced section will provide additional regulations or clarification on the circumstances in which the regulations apply.

If a footnote number is shown in the cells containing the regulation (see "Setback requirements" for example), the footnotes at the end of the table will provide additional regulations or provide the code section that contains the additional regulations.

#### How to Find Other Development Regulations That Apply to Your Property

After you've found the use and development regulations for the base zone and any overlay zones,

if applicable, look in Chapter 14 for additional city-wide development regulations that apply in all zones.

#### Chapter 14 GENERAL REGULATIONS

Article 1	Separately Regulated Use Regulations
Article 2	General Development Regulations
Article 3	Supplemental Development Regulations
Article 4	Subdivision Regulations
Article 5	Building Regulations
Article 6	Electrical Regulations
Article 7	Plumbing and Mechanical Regulations



If you're developing a limited use (identified in the use regulations tables with an "L"), a use that requires processing a Neighborhood Use Permit (identified in the use regulations tables with an "N"), or a Conditional Use Permit (identified in the use regulations tables with a "C") you'll need to look in Chapter 14, Article 1, Division 1 (Separately Regulated Use Regulations) for the applicable development regulations. The regulations in this division are organized by use in the same order as they appear in the use regulations tables.

All development is subject to the general development regulations in Chapter 14, Article 2, whether or not a permit or other approval is required. This article includes regulations for grading, drainage, fences, landscaping, parking, equipment screening, loading areas, outdoor storage, and signs. If the regulations require that you obtain a permit for certain types of development, an applicability table will refer you to the appropriate sections within each division for the type of development proposed.

If you're developing property that contains environmental or historical resources, look in Chapter 14, Article 3; Divisions 1 and 2 for the supplemental resource regulations.

If you're proposing a development that requires a Neighborhood Development Permit or a Site Development Permit (identified in the base zone development regulations), look in Article 3, Division 3 for the supplemental development standards.

If you're proposing a Planned Development Permit, look in Article 3, Division 4 to find the minimum development standards.

If you're developing a single room occupancy hotel (SRO), discontinuing a mobilehome park, developing affordable housing, or converting or demolishing affordable housing in the Coastal Overlay Zone, you will need to review Chapter 14, Article 3, Divisions 5-8 for the applicable regulations.

All development is subject to Chapter 14, Articles 4-7, which contain the regulations for subdivisions, and the Building Regulations, Electrical Regulations, and Plumbing and Mechanical Regulations.

### Types of Permit Review

The Land Development Code establishes two general types of permit review: development review and construction review.

*Development review* is a review of conceptual or schematic plans. The decision maker must exercise some discretion in determining whether the proposed development meets the applicable regulations, standards, and guidelines. A public hearing before the decision maker is required for projects subject to development review. The types of development proposals that require development review are subdivision maps and development permits (development permits are described below).

*Construction review* is a review of final or construction plans. The decision maker's review is administrative or ministerial--the permit is approved if the regulations are met or denied if the regulations are not met. There is no public hearing. The types of permits that require construction review are grading permits, building permits, electrical permits, plumbing and mechanical permits, right-of-way permits, and sign permits.

### Types of Development Permits

The Land Development Code establishes seven types of development permits through which development review is conducted.

*Neighborhood Use Permits (NUPs)* are required for uses that have the potential for limited and identifiable impacts on surrounding development within an immediate area. These uses are identified with the letter "N" in the use regulations tables in Chapter 13, Article 1, Divisions 2-6. Supplemental regulations are provided for these uses in Chapter 14, Article 1. Expansion, enlargement, or resumption of a previously conforming use also requires an NUP. (Regulations for previously

conforming uses are in Chapter 12, Article 7.) Regulations for processing NUPs are in Chapter 12, Article 6, Divisions 1 and 2. NUPs are processed in accordance with Process Two.

*Conditional Use Permits (CUPs)* are required for uses that have the potential for significant impacts on surrounding development within a wide area. These uses are identified with the letter "C" in the use regulations tables in Chapter 13, Article 1, Division 2-6. The purpose of the CUP process is to determine whether, and under what conditions, a specific use may be appropriate in a given location. Supplemental regulations for these uses are provided in Chapter 14, Article 1. Regulations for processing CUPs are in Chapter 12, Article 6, Divisions 1 and 3. CUPs are processed in accordance with Process Three, Process Four, or Process Five.

*Neighborhood Development Permits (NDPs)* are required for developments that have the potential for limited impacts on surrounding property. The base zone regulations specify what types of development proposals require an NDP. Supplemental development regulations are provided in Chapter 14, Article 3, Division 3. Regulations for processing NDPs are in Chapter 12, Article 6, Divisions 1 and 4. NDPs are processed in accordance with Process Two.

*Site Development Permits (SDPs)* are required for developments that, because of their location, size, or some other characteristic, may have significant impacts on resources or on the surrounding area. The base zone regulations specify what types of development proposals require an SDP. Supplemental regulations are provided in Chapter 14, Article 3, Division 3. Regulations for processing SDPs are in Chapter 12, Article 6,

Divisions 1 and 5. SDPs are processed in accordance with Process Three, Process Four, or Process Five.

*Planned Development Permits (PDPs)* are an optional permit process that allows flexibility in the application of development regulations in exchange for imaginative and innovative design. Minimum planned development standards are provided in Chapter 14, Article 3, Division 4. Regulations for processing PDPs are in Chapter 12, Article 6, Divisions 1 and 6. PDPs are processed in accordance with Process Three, Process Four, or Process Five.

*Coastal Development Permits (CDPs)* are required for development in the Coastal Overlay Zone, except as provided in Chapter 12, Article 6, Division 7. Regulations for processing CDPs are in Chapter 12, Article 6, Divisions 1 and 7. CDPs are processed in accordance with Process Two or Process Three.

*Variances* are an optional permit process that provides relief from the strict application of development regulations where reasonable use of the property would otherwise be denied because of special circumstances unique to the property. Regulations for processing variances are in Chapter 12, Article 6, Divisions 1 and 8. Variances are processed in accordance with Process Three.

#### Decision Process

All permits to use or develop land that are issued by the City of San Diego fall under one of five process types described earlier in the manual.

#### Zone Conversion Chart

On the effective date of the Land Development Code, all zones that were established in Municipal Code Chapter 10, Article 1, Division 4 will be amended and replaced with the zones

established in Chapter 13, Article 1 (Base Zone) and Article 2 (Overlay Zones). The tables below list the Chapter 10 zones and the replacement Chapter 13 zones.

Chapter 10 Zone	Chapter 13 Zone
OS-P, OS-R	OP-1-1
OS-OSP	OP-2-1
FC, FW	OF-1-1
OS-TDR	no proposed zone
no existing zone	OC-1-1
no existing zone	OR-1-1
no existing zone	OR-1-2
A-1-5, A-1-10	AR-1-1
A-1-1	AR-1-2
A-1-20	no proposed zone
A-1-40	no proposed zone
no existing zone	AG-1-1
no existing zone	AG-1-2
Chapter 10 Zone	Chapter 13 Zone
no existing zone	RE-1-1
no existing zone	RE-1-2
no existing zone	RE-1-3
R1-40,000 in urbanized communities	RS-1-1
R1-20,000 in urbanized communities	RS-1-2
R1-15,000 in urbanized communities	RS-1-3
R1-10,000 in urbanized communities	RS-1-4
R1-8,000 in urbanized communities	RS-1-5
R1-6,000 in urbanized communities	RS-1-6
R1-5,000 in urbanized communities	RS-1-7
R1-40,000 in planned/ future urbanizing areas	RS-1-8
R1-20,000 in planned/ future urbanizing areas	RS-1-9

R1-15,000 planned/ future urbanizing areas	RS-1-10
R1-10,000 in planned/ future urbanizing areas	RS-1-11
R1-8,000 in planned/ future urbanizing areas	RS-1-12
R1-6,000 in planned/ future urbanizing areas	RS-1-13
R1-5,000 in planned/ future urbanizing areas	RS-1-14
no existing zone	RX-1-1
R1-5,000/SLO	RX-1-2
no existing zone	RT-1-1
no existing zone	RT-1-2
no existing zone	RT-1-3
no existing zone	RT-1-4
R-3000	RM-1-1
R-2500	RM-1-2
R-2000	RM-1-3
R-1750	RM-2-4
R-1500	RM-2-5
R-1250	RM-2-6
R-1000	RM-3-7
R-800	RM-3-8
R-600	RM-3-9
R-400	RM-4-10
R-200	RM-4-11
RV	RM-5-12
CN	CN-1-2
CA	CC-1-3
CA-RR	CC-2-3
CC	CC-3-5
CO	CO-1-2
CR	CV-1-1
CV	CV-1-2
C, C/PCOZ	CC-4-5
C-1	CC-4-2
C-1/PCOZ	CC-4-4



Chapter 10 Zone	Chapter 13 Zone
CBD	CR-1-1
CP	CP-1-1
no existing zone	CN-1-1, CN-1-3
no existing zone	CC-1-1, CC-1-2
no existing zone	CC-2-1, CC-2-2
no existing zone	CC-3-5
no existing zone	CC-4-1, CC-4-3, CC-4-5
no existing zone	CC-5-1, CC-5-2, CC-5-3, CC-5-4, CC-5-5
no existing zone	CR-2-1
no existing zone	CO-1-1

SR	IP-1-1
M-IP	IP-2-1
M-1B	IL-2-1
M-SI	IS-1-1
M-1, M1-A	IL-3-1
M-2, M-2A, M-LI	ffl-2-1
no existing zone	IL-1-1
no existing zone	ffl-1-1

### Overlay Zone Conversion Chart

Chapter 10 Overlay Zone	Chapter 13 Overlay Zone
Airport Approach Overlay Zone (101.0445)	Airport Approach Overlay Zone(132.0201)
Airport Environs Overlay Zone (101.0444)	Airport Approach Overlay Zone(132.0201)
no existing zone (regulations currently in zone regulations)	Coastal Overlay Zone (132.0401)
Limitation of Height of Buildings in the Coastal Zone (101.0451)	Coastal Height Limit Overlay Zone (132.0501)
Sensitive Coastal Resource Overlay Zone (101.0480)	Sensitive Coastal Overlay Zone (132.0601)
Mobile Home Parks (101.1000)	Mobilehome Park Overlay Zone (132.0701)
no existing zone	Parking Impact Overlay Zone (132.0801)
no existing zone	Residential Tandem Parking Overlay Zone (132.0901)
no existing zone	Transit Area Overlay Zone (132.1001)
no existing zone	Urban Village Overlay Zone (132.1101)
Mission Trails Design District (101.0456)	Mission Trails Design District (132.1201)
Height Limitation Zone - Clairemont Mesa (101.0452.5)	Clairemont Mesa Height Limit Overlay Zone (132.1301)
Community Plan Implementation Overlay Zone (101.0457)	Community Plan Implementation Overlay Zone (132.1401)
Hillside Review Overlay Zone (101.0454)	none (replaced by Chapter 14, Article 3, Division 1, Environmentally Sensitive Lands)
Small Lot Overlay Zone (101.0455)	none (replaced by residential zones)
Pedestrian/Commercial Overlay Zone (101.0458)	none (replaced by commercial zones)
Centre City Overlay Zone (101.0459)	none (replaced by Centre City Planned District)
Institutional Overlay Zone (101.0460)	none
Single-Family Rental Overlay Zone (101.0461)	none (parking regulations replaced by the Parking Impact Overlay Zone)
Resource Protection Ordinance (101.0462)	none (replaced by Chapter 14, Article 3, Division 1, Environmentally Sensitive Lands)

Chapter 10 Overlay Zone	Chapter 13 Overlay Zone
One-Family Dwelling Rental Regulations (101.0463)	none (parking regulations replaced by the Parking Impact Overlay Zone)

## LANDDEVELOPMENTMANUAL Outline

### INTRODUCTION

Scope  
Amendments  
Chapter Summaries

### VOLUME I APPLICATIONS

- Chapter 1 Land Development Permit Thresholds:  
When Do I Need to Get a Development Permit?
- Chapter 2 Submittal Requirements
- Chapter 3 Fees and Deposits

### VOLUME 2 DEVELOPMENT REVIEW

- Chapter 1 Biology Guidelines
- Chapter 2 Coastal Bluffs and Beaches Guidelines
- Chapter 3 Historical Resources Guidelines
- Chapter 4 Landscape Guidelines
- Chapter 5 Steep Hillside Guidelines

### APPENDICES

[The following are existing support documents that will be considered appendices to the Land Development Manual.]

- A. City C.E.Q.A. Guidelines
- B. Drainage Design Manual
- C. Equestrian Trails and Facilities
- D. Technical Guidelines for Geotechnical Reports
- E. Manual for the Preparation of Land Development and Public Improvement Plans
- F. Reclaimed Water Manual
- G. Solar Design Guidelines for Subdivision and PRDs
- H. Standard Drawings
- I. Street Design Manual
- J. Subdivision Approval Process Manual
- K. Subdivision Manual
- L. Temporary Off-Premises Subdivision Directional Signs
- M. Transit-Oriented Development Design Guidelines
- N. Trip Generation Manual
- O. Water and Sewer Design Guide

## LAND DEVELOPMENT MANUAL SUMMARY

The Chapters of the Land Development Manual are summarized below. For each chapter there is a

brief description, the department and division responsible for its implementation, and the date of the latest **update**. Note that Volumes I and II will be adopted concurrent with the code update, while the appendices are existing documents.

CHAPTER	DESCRIPTION	RESPONSIBLE DEPT./DIV.	LATEST UPDATE
<b>VOLUME 1: APPLICATIONS AND PROCESSING</b>			
1. LAND DEVELOPMENT PERMIT THRESHOLDS	Explains when a permit is required.	Development Services/Land Development Review	To be prepared after code adoption.
2. SUBMITTAL REQUIREMENTS	Identifies <b>submittal</b> requirements for all development approval processes.	Development Services/Land Development Review	To be amended after code adoption.
3. FEES AND DEPOSITS	Identifies fees/deposits for all development approval processes.	Development Services/Land Development Review	To be amended after code adoption.
<b>VOLUME II: DEVELOPMENT REVIEW</b>			
1. BIOLOGY GUIDELINES	Guidelines to aid in the implementation of the Environmentally Sensitive Lands Regulations (ESL) and the Open Space Residential (OR-1-2) Zone, and to provide standards for the determination of impact and mitigation under CEQA.	Development Services/Land Development Review	To be adopted with code adoption.
2. COASTAL BLUFFS AND BEACHES GUIDELINES	Clarifies environmentally sensitive lands regulations for coastal bluffs and beaches. Explains how to measure coastal bluff edge.	Development Services/Land Development Review	To be adopted with Code adoption.
3. HISTORICAL RESOURCES GUIDELINES	Guidelines to be used in conjunction with the Historical Resources regulations, also includes archaeology guidelines.	Development Services/Land Development Review	To be adopted with Code adoption.
4. LANDSCAPE GUIDELINES	Establishes the landscape standards, guidelines, and criteria for both public and private projects necessary to implement the various requirements associated with land development.	Development Services/Land Development Review	To be adopted with Code adoption.
5. STEEP HILLSIDE GUIDELINES	Standards and guidelines <b>intended</b> to assist in the interpretation and implementation of the development regulations for steep hillsides.	Development Services/Land Development Review	To be adopted with Code adoption.
<b>APPENDICES</b>			
A. CEQA GUIDELINES-CITY	Local policies and procedures for implementing the California Environmental Quality Act.	Development Services/Land Development Review	January 1994
B. DRAINAGE DESIGN MANUAL	A guide for designing drainage and drainage-related facilities.	Engineering & Capital Projects/Design	April 1994



CHAPTER	DESCRIPTION	RESPONSIBLE DEPT./DIV.	LATEST UPDATE
C. EQUESTRIAN TRAILS AND FACILITIES	Guidelines for development and maintenance, as well as recommendations and priorities for publicly developed equestrian trails.	Development Services/Community Planning & Development	February 1975
D. GEOTECHNICAL REPORTS; TECHNICAL GUIDELINES FOR	Guidelines for preparation of geological reports.	Development Services/Land Development Review	October 1988
E. LAND DEVELOPMENT AND PUBLIC IMPROVEMENT PLANS; MANUAL FOR THE PREPARATION OF	Guidelines for preparation and <i>submittal</i> of grading, landscape and public improvement plans, including sample bond estimates and drawings.	Development Services/Land Development Review	1987
F. RECLAIMED WATER MANUAL	Provides standards and guidelines for design and installation of <i>distribution</i> and irrigation systems that use reclaimed water.	Water Utilities/Water Distribution	1993
G. SOLAR DESIGN GUIDELINES FOR SUBDIVISIONS AND PLANNED RESIDENTIAL DEVELOPMENTS	Guidelines for location and orientation of structures to achieve optimal passive solar energy opportunities.	Development Services/Land Development Review	December 1985
H. STANDARD DRAWINGS	Includes standard detail and design drawings for various structures, drainage systems, electrical systems, surface improvements, sewage systems and irrigation systems.	Engineering and Capital Projects/Design	September 1994
I. STREET DESIGN MANUAL	Standards and guidelines for the design of public and private <i>streets</i> .	Engineering and Capital Projects/Design	July 1987. A draft update is under consideration by Council.
J. SUBDIVISION APPROVAL PROCESS MANUAL	Procedure manual for processing subdivision maps.	Development Services/Land Development Review	1967
K. SUBDIVISION MANUAL	Provides <i>standards</i> , guidelines and requirements for the submittal, production and review of subdivision maps and documents related to interests in real property.	Development Services/Land Development Review	1983. Update to be prepared.
L. TEMPORARY OFF-PREMISES SUBDIVISION DIRECTIONAL SIGNS	Application criteria, locational criteria and <i>construction</i> and maintenance standards.	Development Services/Land Development Review	May 1985
M. TRANSIT-ORIENTED DEVELOPMENT DESIGN GUIDELINES	Development patterns and design guidelines to reduce automobile dependence and support alternative modes of transportation.	Development Services/Community Planning & Development	August 1992
N. TRIP GENERATION MANUAL	A collection of information about vehicular traffic attracted to and produced by different uses of land.	Development Services/Community Planning & Development	August 1990
O. WATER & SEWER DESIGN GUIDE	Summarizes/outlines policy, practices and procedures for <i>planning/design</i> of sewer and water facilities. Developed to increase efficiency of W.U.D. operations.	Engineering & Capital Projects/Water & Waste Water Facilities	September 1994

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## TIPS FOR SUCCESSFUL COMMITTEE INPUT ON DEVELOPMENT PROJECTS

### Top Tips

- ▶ Make a recommendation on the project at the earliest possible time (target the end of the first staff review cycle, which is generally 30 days after a project has been distributed to the group). This lets staff know your group's concerns and allows staff to coordinate issues with their comments. In addition, customers are more likely to make suggested project changes earlier in the process rather than at the end after several review cycles. Do not wait until the environmental document is complete.
- ▶ Make a recommendation on a project — even if the customer does not come to your meeting, provide you with information you have requested, or act in a professional manner.
- ▶ Communicate through your chair with the development project manager assigned to the project. The assigned DPM is your contact point to find out the project status, to get committee recommendations to, and to identify process concerns with. Having multiple committee members contacting various staff will result in inconsistent communication on the current status of a project and a false sense of committee issues.
- ▶ Encourage residents in your planning committee area to access project information through the planning committee. It is more convenient for them to look at plans closer to their homes and businesses than to come to the City. It also allows them to find out the committee review status and position on new projects.
- ▶ Do your best to make customers feel they are being treated and reviewed in a professional manner. Customers that are listened to, offered options, and communicated with will be more responsive to committee concerns.
- ▶ If you recommend denial of a project, make sure your reasons are clearly stated and provide alternatives that would be more satisfactory to your committee. Always assume the project could be approved as proposed by the customer. If you provide alternatives that are more acceptable, the decision maker may incorporate them into the design.
- ▶ Look at every resubmittal on a project since projects often change during the review process. If the committee has taken a position on a proposed project early in the review process, the committee should verify that the project design has not changed in a way that would affect that position.

### Learning to Read Plans

The following information is excerpted from the "Planning Commissioner's Handbook 2000" by the League of California Cities. It provides instruction on the basics of plan review and some helpful references for planning committee members who review development projects.

Maps, plans, and drawings are the tools of planners and developers. Over time, planners and architects have developed a specialized language of contour lines, symbols and abbreviations to more uniformly describe development projects. While extremely efficient, the language of planning is not common knowledge among the lay public, and many planning commissioners must learn to interpret maps and plans from scratch.

## Contour Lines

Contour lines are the primary two-dimensional graphic vehicle used to express three dimensional ground from.

A contour line connects all points of equal elevation above or below a known or assumed reference point or plane . Therefore, all points on the contour line have the same elevation.

Contour lines are used to study proposed changes in land form, and eventually to guide and direct the work of **earthmoving** contractors in executing a grading project.

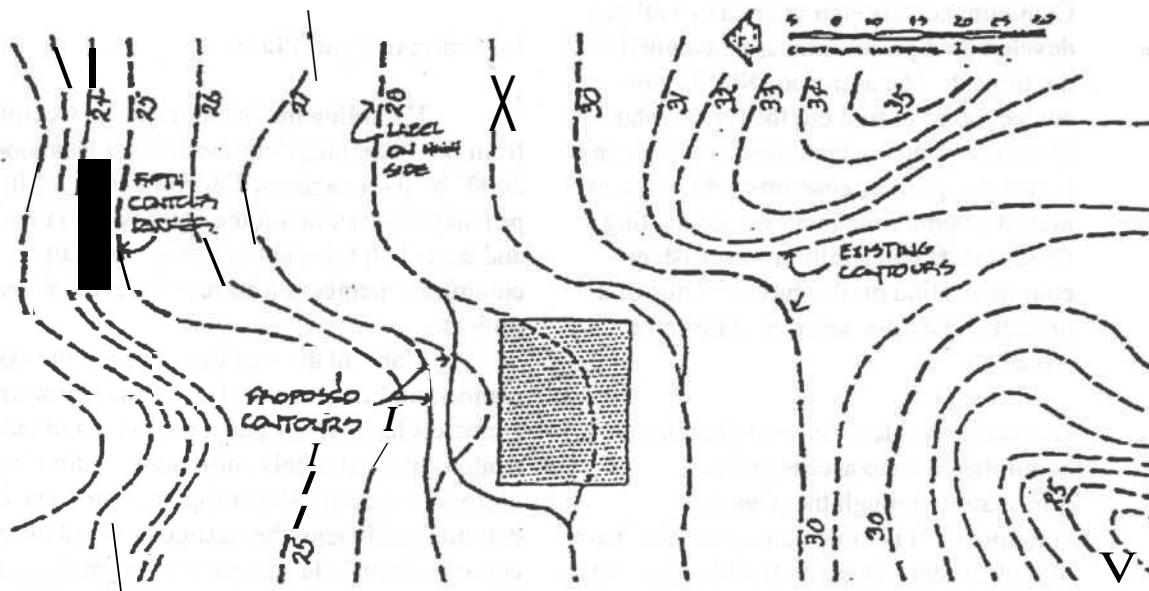
Contours show land forms, i.e., a hill, a valley, ridge, etc. They show the relationship of land forms - this hill to that valley, to this stream and finally to the ocean, etc. As contours are shown **two-dimensionally**, the scaled distance between them is exactly the same as in the field.

All contour plans have a contour interval which remains the same over the entire drawing. This interval stands for the vertical distance between contours, and is always indicated somewhere on the plan.

Proposed and existing contours are both shown on the same drawing. By showing both on the same drawing, it is possible to understand the exact location of work to be performed and the exact amount of work to be done. Existing contours are shown by a light dashed line (usually 1/4"-long, spaced about 1/16" apart). Every fifth contour is shown slightly darker for easy legibility. Proposed contours are shown as a solid light line. This solid line begins where you propose to make a grading change, and moves away from the existing (dashed) contour, returning to the existing (dashed) contour at the end of the proposed grading change. It is therefore possible to "read" the change by studying the area between proposed contours and existing contours.

Contour lines are labeled with the number on the high side of the contour. Contour lines correspond to a selected interval which may be 1', 2', 10', etc.

Generally, all contour lines on a map indicate the same interval and the interval should be labeled somewhere on the map.



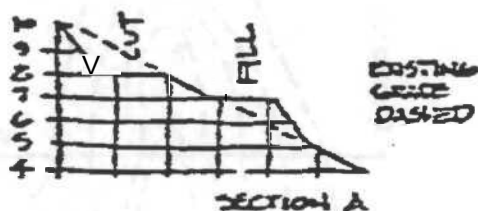


In an area of slight relief or generally flat and level country, the vertical interval may be as low as one foot, whereas in an area of marked relief it may be as large as 500, 250, or 100 feet. It sometimes happens that the relief changes from slight to marked within the limits of a map. When this is the case, intermediate contours are dropped or the vertical interval is changed from a small to a much larger one for the areas of marked relief.

"Reading" changes in contours is tricky, but can be mastered With practice. Basically, proposed grading changes either add earth (filling) or remove earth (cutting). A proposed contour

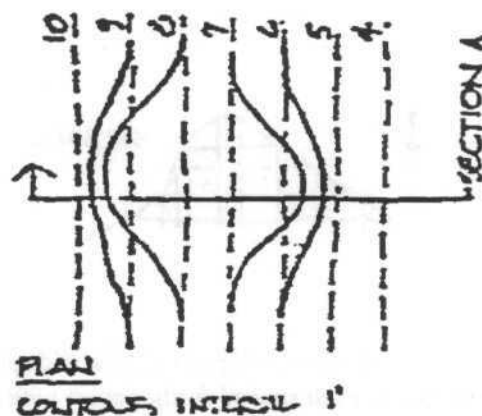
which moves in the direction of a lower contour is adding earth (filling). For instance (see diagram), proposed Contour 7 moves in the direction of a lower Contour (6) and indicates filling.

Conversely, a proposed contour which moves in the direction of a higher contour is removing earth (cutting). This can be seen where Contour 8 moves in the direction of Contour 9- and is removing earth (cutting). The amount of earth to be added or removed can be determined by comparing the proposed contour with the existing contours it crosses.



Profiles or sections can be constructed from contours and conversely, contour locations can be determined from profiles. A freehand construction of a cross-section is the best way to understand what the contours are doing. The following are most typical forms found in grading.

A summit is indicated by concentric closed contours, and adequate contour labeling to distinguish it from a depression. Depressions are



A valley is represented by contours which point uphill. To construct the section, draw first the place where the section is to be taken (Labeled A), then project up, parallel lines at each place a contour crosses 'A'. Somewhere above, draw lines parallel to 'A' and scaled according to the contour interval. Where the two lines cross becomes the section line, and one has only to connect these points to complete the section.

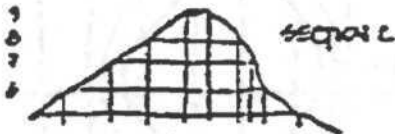
often labeled with hachures and both forms should include spot elevations at the highest or lowest point.



A ridge is shown similar to a valley, but with the contours pointing downhill. Note carefully the contour labeling, for this is the easiest



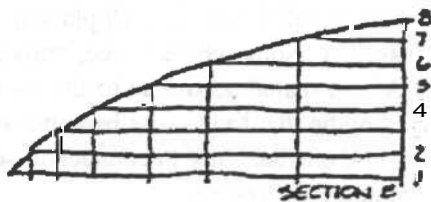
way to determine if it is a ridge or valley. Ridges and valleys often are very wide, and difficult to distinguish on a large scale map.



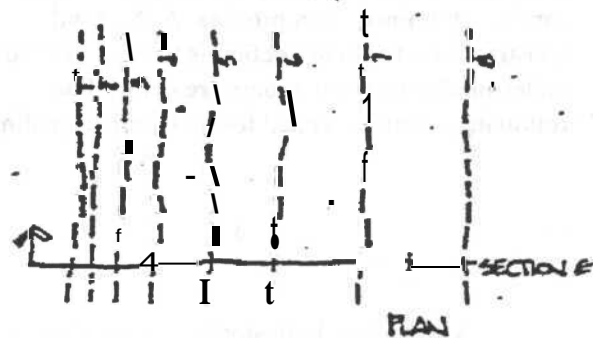
A convex slope is shown with parallel contours, each spaced further apart with the closer contours at the lower contours. Convex and



concave landforms are the most common forms found in nature and are well understood by landscape architects.



Conversely, a concave slope is shown with parallel contours, each spaced further apart starting

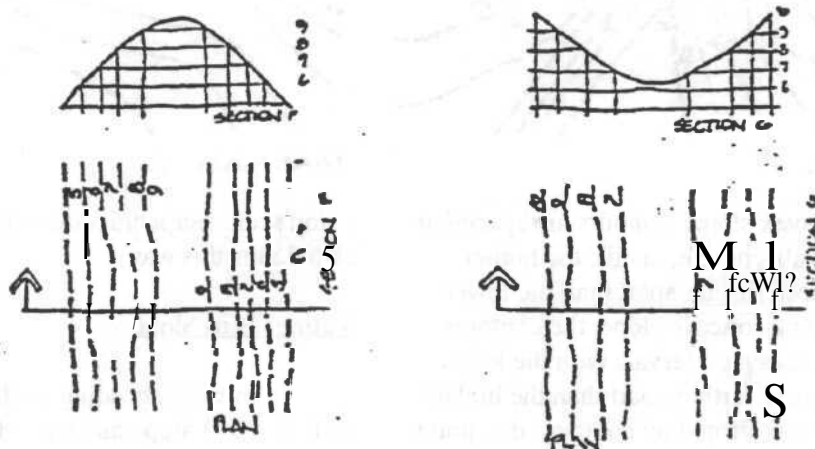


with the closely spaced contours at the top.



Two adjacent contours with the same numbers indicate either the top of a ridge or the

bottom of a valley. Again, the numbering indicates which it is, so check carefully.



Drainage always occurs perpendicular (at right angles) to the contours. The perpendicular line is the shortest distance between contours, and hence the steepest route (see Diagram 1). Water naturally seeks the easiest (steepest) route as it travels downhill in runoff. Channels, ditches, and valleys are indicated by contours which point uphill, and are sometimes made obvious by drawing an arrow in the direction of drainage or labeling it a SWALE (Diagram 2).



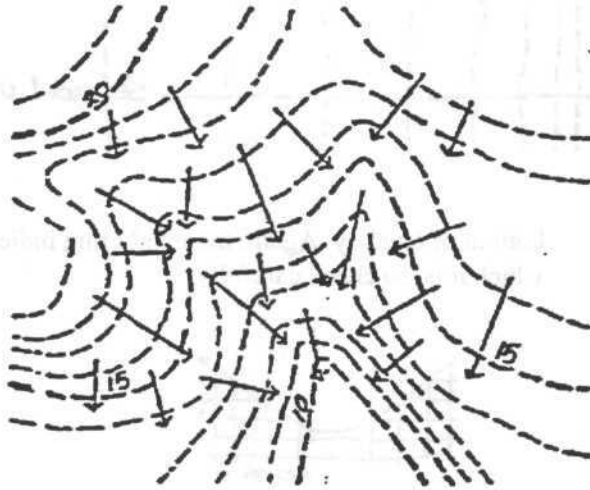


DIAGRAM 1

On a convex slope, contours are spaced at increasing intervals going up a hill; the higher contours are spaced further apart than the lower contour lines. On a concave slope, the contours are spaced at increasing intervals with the lower contour lines spaced further apart than the higher ones. Valleys are indicated by contours that point uphill. In crossing a valley, the contour lines run up the valley on one side, turn at the stream and run back the other side. Generally contours which are close together indicate a steep slope. Contours that are spaced far apart indicate a relatively level or slight grade. Contours never split; however, you will occasionally see two contours numbered the same and side by side. This indicates either a high area, or a low area. It will be high if the numbers for both contours fall in the same interval, and a low area if the numbers don't. The steepest area of

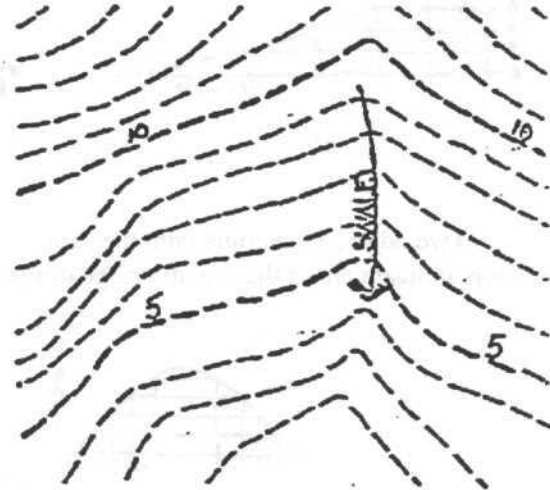
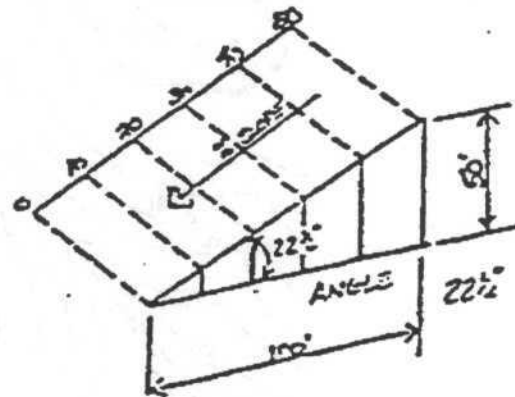
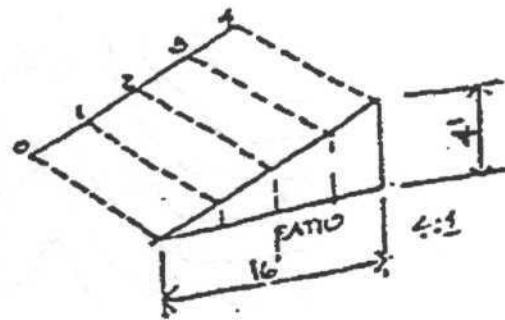
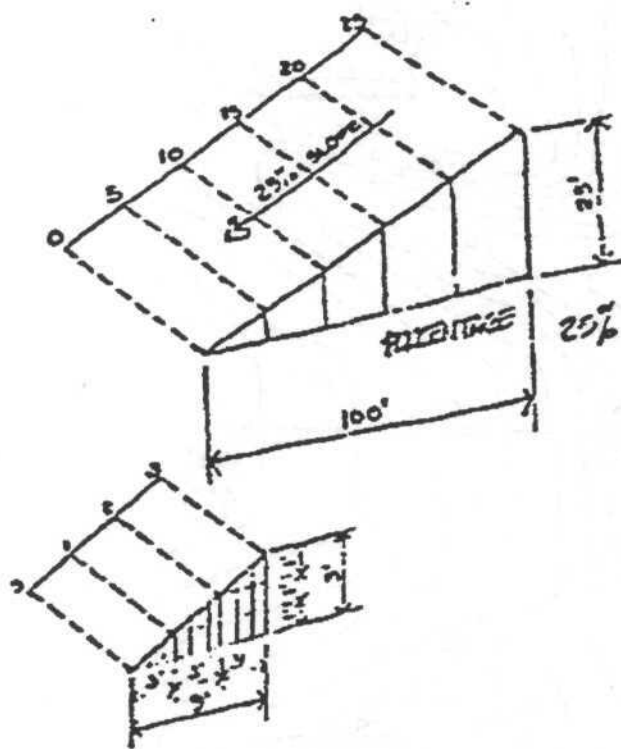


DIAGRAM 2

a slope runs perpendicular to the contours (water also drains this way).

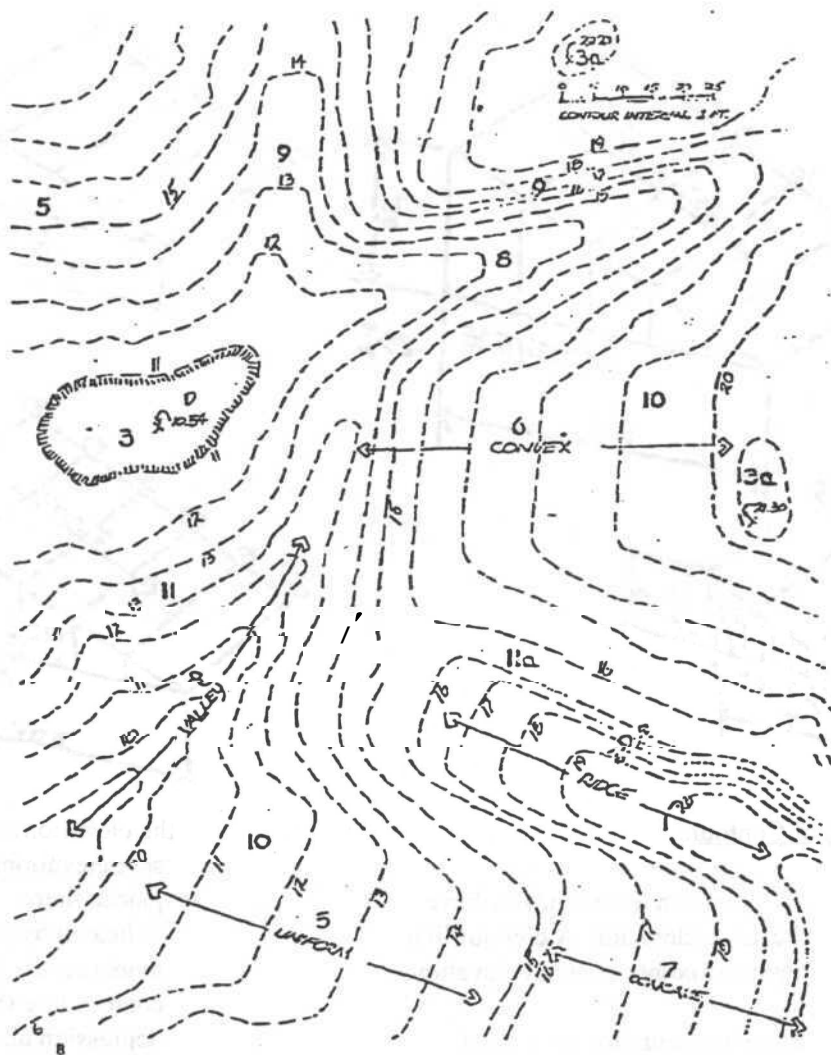
#### Variations in Slope

In the proceeding we have talked about 2 to 1, or 3 to 1 slope and have described the manner to depict this by using contours. These slopes are necessary as it is not possible to pile earth, sand, soil, clay, etc., vertically, so we must slope these materials and the slope becomes either a 2 to 1, 3 to 1, 4 to 1, etc., slope (typically show 3:1). By 3:1 we mean three feet horizontal space is required for each one foot vertical change in elevation. As contours are shown in plan view to maintain a 3:1 slope, the contours (assuming 1' contour interval) would have to be spaced 3 feet apart.



### Characteristics of Contours

1. All points on a contour line have the same elevation. A contour line connects points of equal elevation.
2. Every contour closes on itself within or beyond the limits of the map. In the latter case, the contour will not end on the map but will run to the edges.
3. A contour which closes on itself within the limits of a map is either a summit or a depression. A depression is usually indicated by the elevation at the lowest point, a spot elevation, or the letter "O" placed there. A depression is also indicated by placing short hachure marks on the low side of the contour line (See No. 3 for depression and 3a. for summit).
4. Contour lines never cross other contours except where there is an overhanging cliff, natural bridge, or pierced or arched rock.
5. Contours which are equally spaced indicate a uniform sloping surface (See No. 5).



Slope proportion *can* be expressed as a ratio, in percentage, or as an angle. When expressed in **percentages**, a 3:1 slope becomes 33 1/3%, a 4:1 becomes 25%. etc. Percentage slope is easiest to understand if you think of the slope being 100 feet long (measure **horizontally**). Then the vertical distance becomes the percent To determine the percentage of any slope, divide the vertical distance by the horizontal distance (a 3:1 slope would be 1/3 or 33 1/3%).

Angles are seldom used to describe slopes as mathematical conversion of ratios to angles is difficult. Angles can be measured with a protractor, or converted from direct reading tables. To set the bounds, a 90 degree angle is straight up (0:1 ratio), a 45 degree angle is a 1:1 ratio, a 22 1/2

degree angle is 2:1 ratio, etc.

It may be worth noting that the ratio is expressed by some with the rise first. Therefore a 3:1 slope would be designated 1 :3. If the ratio seems excessive, check to see if it is backwards.

#### Learning To Review Plans

Maps, plans and drawings are the tools of planners, architects and developers. **Over time**, specialized language and graphics have been developed to express and illustrate development projects. While uniform and efficient, these tools have become fairly complex and require a commissioner to spend time acquiring a general understanding of them. The information in this



section provides the basic knowledge needed by new **commissioners**.

Although planning commissioners may not ever see (or need to see) all the information received by the planning staff for a particular project, it may be helpful to know what type of information is being used by professionals to evaluate the development project.

The following list represents the basic information normally required by planning departments for submission of land use **applications**. Each city maintains a detailed list of all the necessary information that must be provided within each of these **elements**. These lists are very extensive and, to the layperson's eye, may seem overly burdensome. However, **with the** complexities of today's developments, this information is a necessity.

- Signed application - completed and signed application.
- Vicinity map - showing general location of project to neighborhood. Most cities require the applicant to submit a 300-foot radius map and a mailing list for all properties within the required noticing area. With new and expanding computer technology, some cities are taking on this function as part of their service to the applicants.
- Existing facilities map - showing all existing buildings, roads, walls, landscaping, signs, easements and **adjacent** property.
- Site plan - showing the proposed project from a bird's eye view. The plan is drawn to scale (should be same as existing facilities map) and should be large enough to be easily **discernable**. Most cities have standard size of plans and may require reductions for distribution to the commission, council and public.
- Elevations (architectural) - showing all sides of all proposed structures on the site.
- All exterior building surface materials should be shown, as well as a description of colors to be used. Elevations should be shown unobstructed by proposed landscaping materials. The elevation should show the entire building as it will be constructed, not necessarily as how it may look in several years with mature landscaping.
- Landscape plan - showing the proposed use of groundcover, shrubbery, trees and **hardscape** elements. The plans should indicate size and type of proposed trees and show any existing trees that will remain on-site.
- Sign plan (if applicable) - showing the proposed type, location, size, height, color, illumination source and materials of all signs **on-site**.
- Environmental questionnaire - providing the site specific information necessary to assess whether or not the project could have a significant impact on the environment.
- Materials board - providing representative samples of all proposed building materials and their colors. The board should make it easy to identify where the materials shown on the architectural plans will be used.
- Other special **submittals** - From time to time other information is needed to be able to properly review the proposed development. Some common additional requirements **are**:
  - ▶ Traffic analysis reports;
  - ▶ Biological studies (endangered species);
  - ▶ Utility reports (adequacy of availability of water, sewer, electrical, drainage, etc.);

- ▶ Wall plans (if not supplied as part of landscape plans);
- ▶ Cross-sections of the site or buildings - helpful in understanding complex structures and in determining adequacy of proposed screening techniques for outdoor storage and mechanical equipment;
- ▶ Preliminary grading plan to analyze impacts on ridge lines and

other natural features or to determine extent of cut and fill activities;

- ▶ Phasing plan for large and multi-phased projects;
- ▶ Renderings - colored drawings (or computer enhanced pictures) showing the building as it will be finally constructed, including buildings, landscaping, special features (fountains), signs, and the surrounding environment; and
- ▶ Color photographs to help visualize the site or surrounding area.

#### Site Plan, Landscaping, and Architecture Review Checklist

What should commissioners look for when reviewing landscaping, architectural and site plans?

Commissioners aren't responsible for assessing all of the technical merits of the development; that is what their professional staff does in their summary of the important aspects in the staff report.

The commissioner's primary job is to review the plans to determine whether:

- They meet the city's overall policies for quality development;
- They "feel right" to him or her as a community representative; and
- Anything has been overlooked.

After reviewing the plans, the commissioner should feel that he or she knows how the project will look and perform after construction. The ultimate objective to all of this planning and communication is to create livable

developments for people to use to live, work, shop and **recreate**. Being able to visualize the "built environment" from architectural drawings takes knowledge, experience and practice.

Commissioners may also want to take the time to visit built projects with the approved plans to compare the two, and identify any **misunderstandings**.

#### At First Glance: What to Look For

In general, the commissioner's initial review will result in gaining answers to the following issues of concern to the commission:

- Compatibility with surrounding uses - visual, acoustic, traffic, grading, aesthetic, etc.;
- Appropriateness of the design for the site - style, height, color, exterior lighting, landscaping, etc.;
- Compatibility of the design and site plan to existing and future on- and off-site uses;
- Internal circulation - vehicular and pedestrian, including handicapped access;
- Amount, size, and arrangement of the landscaping and open space; and
- Appropriate use and retention of natural land forms and vegetation.

The following is a list of steps that, when followed, will give a reviewer a basic understanding of a project in a short amount of time:

- Check the scale of the **plans**. Are they drawn at 1/4" = 1' or 1/8" = 1' scale or perhaps a 3/4" = 1' scale? Although the plans should be fully dimensioned, an architect's and engineer's scale is necessary in order to fully explore the plans. These may be found in local stationary stores or may be supplied by the planning department. A good way to get a

sense of the scale of plans is to draw in a person (next to a building) or a car (on the **site plan**).

- Look at the contours, both existing and proposed. Sections through the site should be required of projects that exceed 5+ in 100+. An outline of the building should be drawn in. How much grading is proposed? Make sure the finish floor elevations and parking lot finished grades are not so high that buffers such as landscaping are ineffective or that unanticipated retaining walls are necessary in undesirable locations.
- Locate existing trees. Are they to be removed? Can and should they be saved?
- Locate **adjacent** buildings, both on- and off-site. Is there any relationship between them, e.g., pedestrian walks, window-to-window visual contact, noisy areas adjacent to quiet areas or shadows cast over plaza areas?
- Check the circulation pattern for cars, delivery vehicles, pedestrians, and bicycles. Are there points of conflict, such as a lack of walkways that will cause people to walk through areas or between cars?
- Locate the landscaped **areas**. Does the landscape recognize the climate, soften the building or break up the expanse of parking areas or long blank portions of a building or wall? Are the planters large enough to accommodate desirable amounts of landscaping? Are there areas for special landscape and **hardscape** treatments?
- Check the parking layout. Do aisles relate well to entry-exit points, is there a logical pattern for cars to follow, are tire stops provided, and is there sufficient landscaping to screen parking from view



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or to break up the expanses of asphalt?

- Are there any views from the site or of the site which should be preserved? Have they been preserved? (Visualize the site in various places to make this **analysis**).
- Are there any environmental concerns that the project should address, e.g., noise (on- and off-site), drainage, traffic or energy conservation (look at the location of windows and **landscaping**)?
- What is likely to happen on adjacent, undeveloped property? If it is a phased project, make sure that the first phase will stand by itself because of the possibility that the next phase will never be constructed.

#### Beyond the Basics - Detailed Design Considerations

As various plans are reviewed in more detail, check for the following items:

##### Site Plan

###### Layout

- ▶ Is the site crowded - too much paving and building with too little landscaping, space between buildings, etc.?
- ▶ Are the setbacks between buildings and adjacent properties sufficient? Are the buildings laid out rigidly or sensitively?
- ▶ Do exterior spaces recognize **climate**, topography, views, the type of activities that are to take place in them? Are the exterior spaces comfortable?
- ▶ Look at uniformity vs. a variety of spaces.

- ▶ Does the site plan recognize the location of noise, traffic, wind and sun?

- ▶ Does the plan reflect and respect the topography of the site (existing and proposed)?

###### Topography

- ▶ Does and should the project complement the existing topography?
- ▶ Are the proposed topographic changes aesthetically pleasing?
- ▶ Does the proposed grading blend well with that on **adjacent** property?
- ▶ Might there be drainage problems in the area or on the site? Are there unsightly drainage ditches, channels or swales that can go underground? If not, can they be aesthetically treated?
- ▶ Can significant trees be saved by revising the grading around them?

###### Circulation

- ▶ Are entry and exit points safe with good sight distance and adequate stacking distances maintained?
- ▶ Are street access points coordinated with median openings and access points on the opposite side of the street?
- ▶ Has the number of driveways onto adjacent street been minimized?
- ▶ Are acceleration and deceleration lanes needed and provided for on

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busy arterial streets?

- ▶ Does the on-site circulation system make sense - no dead-end aisles, limited parking along main drives, and are the main drives too long or too chopped up? Is there a hierarchy of driveways leading from public streets to main drives to parking bays?
- ▶ Is adequate turning radius provided for large trucks and emergency equipment (police, fire, ambulance, utility trucks, etc.)?

#### Parking

- ▶ Are the required number of spaces provided? This should be summarized and printed on the plan as well as addressed in the staff report.
- ▶ Does the number and location of any compact spaces and handicapped parking locations make sense? Are they in areas where they are needed?
- ▶ Do aisle widths meet standards or have they been oversized for some reason, reducing landscape areas and increasing the amount of pavement? Are there pavement areas that really should be landscaped?
- ▶ Are parking bays well-screened by perimeter landscaping or low walls? Are they landscaped effectively on the interior to provide shade or offset large expanses of asphalt?

#### Loading

- ▶ Are special loading or drop-off areas needed?
- ▶ Are required loading areas properly screened from view?
- ▶ Does the location of loading areas ensure ease of delivery service with minimal conflicts with customers or residents and minimal effects on adjacent properties?
- ▶ What type of deliveries do you expect from the project and does the plan reflect adequate maneuvering?

#### Landscaping

- ▶ What is the visual value of the existing vegetation? Does the plan retain any plant materials? Should it?
- ▶ Does the proposed landscaping recognize the climate and local conditions (wind, rain, drought, sun, and plant diseases)?
- ▶ Does the landscape plan complement or does it conflict with the project's overall architectural theme? Do the materials complement the building or hide it?
- ▶ Are the planters large enough for their intended use and plant material? (planters that are only three feet wide located next to three story buildings are probably not sufficient.)
- ▶ Are special areas of the site plan reflected in the landscape plans - street comers, site entrance, building entrance, plazas and

architectural elements? Do these places exhibit special landscape elements (specimen plants or larger size material), hardscape materials (pavers, stamped/colored concrete, benches, etc.), waterscape elements (fountains, pools or streams) or special lighting elements?

### Lighting

- ▶ Is night lighting provided? Is it aesthetically pleasing, compatible with the site and building design and appropriately located?
- ▶ Are walkways properly lit for safety reasons?
- ▶ Are lights used only for safety or utilitarian purposes or does the plan allow for special lighting (flood lights, up or down lighting, spot lights, bollards, etc.) of buildings, signs and landscape?
- ▶ Are security lights shown or planned? (These lights may be thought of after or during construction and when placed on a building or site may tend to disrupt an otherwise well designed plan.
- ▶ Will proposed light locations shine onto adjacent property or into adjacent buildings?

### Signage

- ▶ Should there be a master sign program for the site or can the local sign ordinance handle it? If the project is a single tenant building, it may not be necessary. If the project is large or multi-tenant, an overall sign

program establishing general parameters may need to be considered.

- ▶ Do the business and project identification signs compliment the architecture of the site (style, color, size, materials and numbers)? Are they in proper scale to the site and buildings?

- ▶ How will signs be illuminated?

### Trash Enclosures/Storage Areas

- ▶ Are trash enclosures that are viewable from public areas adequately screened and constructed of materials complementary to the site architecture? Are they adequately screened from direct view by masonry walls, landscaping, and/or trellises?
- ▶ Are outside storage areas permitted in the zone? If so, are they to the side or rear of buildings and screened from view? What materials are planned to be stored in the area? Will the proposed height of the screen walls be adequate to fully obscure the view of storage?
- ▶ Will people on surrounding properties or in adjacent buildings be able to look down on the storage area? Can these views be mitigated?

### Building/ Architecture

- ▶ Style of buildings - is it consistent and/or interesting? Is the proposed architecture "true" to the style being used (Italianate, Spanish





Revival or Mission, High Tech, Federalism, etc. ?)

- ▶ Form of buildings - Does the building have a "base" and a "top"? Are the building facades flat and monotonous or are they varied and interesting? Does the building mass, height and planes of the building help to create greater visual interest? Are the building facades carefully and correctly (according to style) detailed, especially at the base, along cornices, eaves, parapets and **ridgetops**, and around entries and windows?
- ▶ Compatible use of materials and colors. Is the applicant proposing the use of building materials that are of high quality and long-lasting appearance, such as tile, stone, stucco, plaster or wood? Are materials substantial or of lesser quality, such as veneers?
- ▶ Roof design - does it add to the building? Does it screen rooftop-mounted mechanical equipment?
- ▶ Relationship to adjacent structures and the surrounding neighborhood. Does it fit in or does it seem out of place?
- ▶ Integration of signs with the building design.
- ▶ Relationship to day and night uses.

#### Zone Change Checklist

A zone change should not be granted unless there are sound reasons that relate to necessity and the welfare of the community.

It is not sufficient for an individual applying for a zoning amendment to show that there are no neighborhood objections to the proposal.

The burden of proof rests with those who are requesting the change - if there is not good reason to grant a change, the proper course of action is to deny the request.

#### Questions to Ask

1. Relationship to the entire community - Would the proposed change be contrary to the general plan land use policies and map? Is the proposed change incompatible with established land use patterns? Would the proposed change create an isolated district unrelated to similar districts, thus becoming spot zoning? Would the proposed change alter the population density pattern and thereby increase the load on public facilities such as schools, sewers, streets and the like, beyond community desires, plans or capacities? Are present district boundaries properly drawn in relation to existing conditions or development plans, with respect to size, shape, position and the like? .
2. Changed conditions - Have the basic land use conditions remained unchanged since adoption of the existing zoning? Has development of the area conformed to existing regulations?
3. Public welfare - Will the change adversely influence living conditions in the neighborhood? Will the change create or excessively increase traffic congestion? Will the change adversely affect property values in adjacent areas? Will the change be a deterrent to the improvement or development or **adjacent** property in accord with the existing regulations? Will the change constitute a grant of special privilege to an individual as contrasted to the general welfare?

4. Reasonableness - Can the property be used in accordance with the existing zoning regulations? Is the change requested out of scale with the needs of the neighborhood or the community? Are there adequate sites for the proposed use in districts permitting such use? Will an undesirable precedence be set by allowing the zone change at this location at this time?

#### Conditional Use Permit Checklist

Conditional use permits are rights granted to a property owner to use the owner's property in a manner that ensures no adverse impacts on adjacent property nor on the general community will result. The courts have stated that the "traditional purpose of the conditional use permit is to enable a municipality to exercise some measure of control over the extent of certain uses, such as drive-in restaurant, which, although desirable in limited numbers, could have a detrimental effect on the community in large numbers, or in certain locations."

To ensure that the conditions imposed by the commission, or other hearing body, will find the favor of the courts, it is recommended that the zoning ordinance define the uses that are subject to a conditional use permit and establish standards that apply to particular uses, such as distance from schools and residential districts, operating hours, avoidance of congestion, parking, lighting, noise, traffic circulation, etc.

As a general rule, conditional use permits require a finding that the proposed use is consistent with the general plan and zoning ordinance, and that "the establishment, maintenance, or conducting of the use for which a use permit is sought will not, under the particular case, be detrimental to the health, safety, morals, comfort, convenience or welfare of persons residing or working in the neighborhood of such use; and will not, under the circumstances of the particular case, be detrimental to the public welfare or injurious to property or improvements in the neighborhood."

A conditional use permit requires a public hearing and provides an opportunity for the general

public within the area of the proposed use to assist in the determination of whether or not the use will be injurious to the neighborhood.

A commission may not impose a requirement for the dedication of land or the posting of improvement bonds that are not reasonably related to the proposed use of the property.

A conditional use permit may be approved, denied for cause, or approved subject to certain conditions. Also, following a revocation public hearing, a conditional use permit may be revoked if sufficient cause is shown.

Of all the powers of zoning, the conditional use permit has the greatest potential for establishing and maintaining the character of a neighborhood. It also has the potential for the commission to abuse its discretion. The commission or hearing body should use its authority with care and thought.

Federal. State and County Agencies Involved in Development

*AQMD.* Air Quality Management District. A regional agency responsible for regulating sources of air pollution.

*California Coastal Commission.* A state agency that reviews development plans within the coastal zone according to the California Coastal Act of 1976.

*Department of Fish and Game.* A state agency that manages California's diverse fish, wildlife and plant resources, and the habitats upon which they depend, for their ecological values and for their use and enjoyment by the public.

*Department of Fish and Wildlife.* The principal federal agency responsible for conserving, protecting, and enhancing fish, wildlife and plants and their habitats for the continuing benefit of the American people. It also oversees the federal aid program that distributes hundreds of millions of dollars in excise taxes on fishing and hunting equipment to state fish and wildlife agencies.

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*BCD.* State Department of Housing and Community Development. The state agency responsible for assessing, planning for and assisting communities to meet the needs of low- and moderate income households.

*BUD.* U.S. Department of Housing and Urban Development. A cabinet-level department of the federal government that administers housing and community development programs.

*LAFCO.* Local Agency Formation Commission. See Gov. Code § 54773 and following. In California, the agency in each county that is responsible for processing and regulating sphere of influences, annexations, detachments and incorporations of county lands.

*OPR.* The Governor's Office of Planning and Research is the comprehensive statewide planning office and provides research staff to the governor. OPR provides basic research, long-term planning and policy development consonant with its statutory mandates, and interdisciplinary policy and review relative to growth management and intergovernmental affairs.

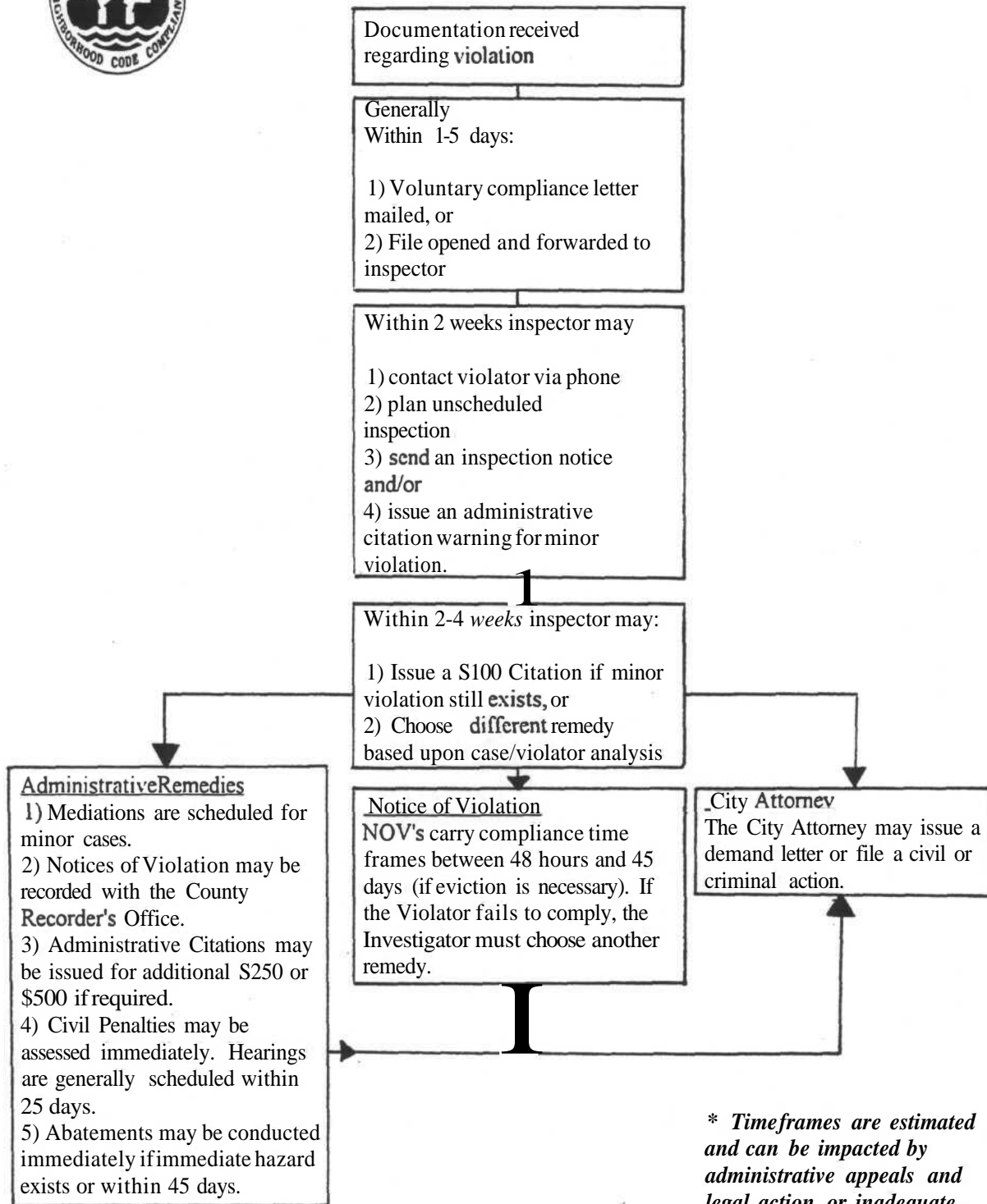
*State Clearinghouse.* A part of the Governor's Office of Planning and Research (see "OPR," above) which has three primary functions, including coordination of state agency review of environmental documents, coordination of state and local review of federal grant applications, and technical assistance on land use planning and CEQA matters.



# **THE NEIGHBORHOOD CODE COMPLIANCE PROCESS**



## NCC Case Processing Summary



*\* Timeframes are estimated and can be impacted by administrative appeals and legal action or inadequate information on submittal.*

THE CITY OF  
SAN DIEGO  
CALIFORNIA

CITY HOME

INFORMATION

COMMUNITY

CITY HALL

BUSINESS

LEISURE

COMMUNITY SERVICE  
CENTERS HOMEHOURS &  
LOCATIONS

SEARCH SERVICES DEPARTMENTS CONTACT US TIPS

## Community Service Centers

Obtaining City **Services** has never been easier. The City of San Diego Community Service Center Program was created as information centers providing basic community services to various neighborhoods throughout the City. Some of the many City services offered at the various Community Service Centers are:

**Community  
Service  
Centers**

### **OBTAIN/PAY (checks/ money orders only)**

- Water Bill Payments
- Parking Citation Payments and Appeals
- Rental Property Tax Payments
- City Job Listings and Applications
- Minor Electrical, Plumbing and Mechanical Permits
- Business Tax Certificates
- Dog License Applications
- Affordable Housing Listing
- Bus and Trolley Schedules
- Noise Permits
- Parking Meter Cards
- Alarm Permit Applications
- Crime Prevention Information
- Social Service Referrals
- Community Event Information
- Park and Recreation Class and Event Schedules
- Passport Application Services

### **REPORT**

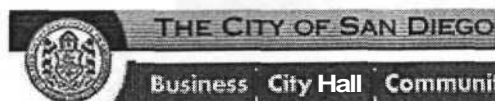
- Graffiti
- Building or Zoning Code Violations
- Damaged Sidewalks and Curbs
- Noise Complaints
- Potholes
- Street/Traffic Lighting Outages
- Abandoned Vehicles

### **REVIEW REFERENCE MATERIALS**

- City Council and Planning Commission Dockets
- City Manager's Reports
- Community Plans
- Council Policies
- City's Annual Budget Report
- San Diego Municipal Code Book
- California Vehicle Code Book
- Community Maps







Home Cont

## COMMUNITY SERVICE CENTERS

COMMUNITY SERVICE  
CENTERS HOME

LOCATIONS

SERVICES

NEWS AND  
ANNOUNCEMENTS

ABOUT US

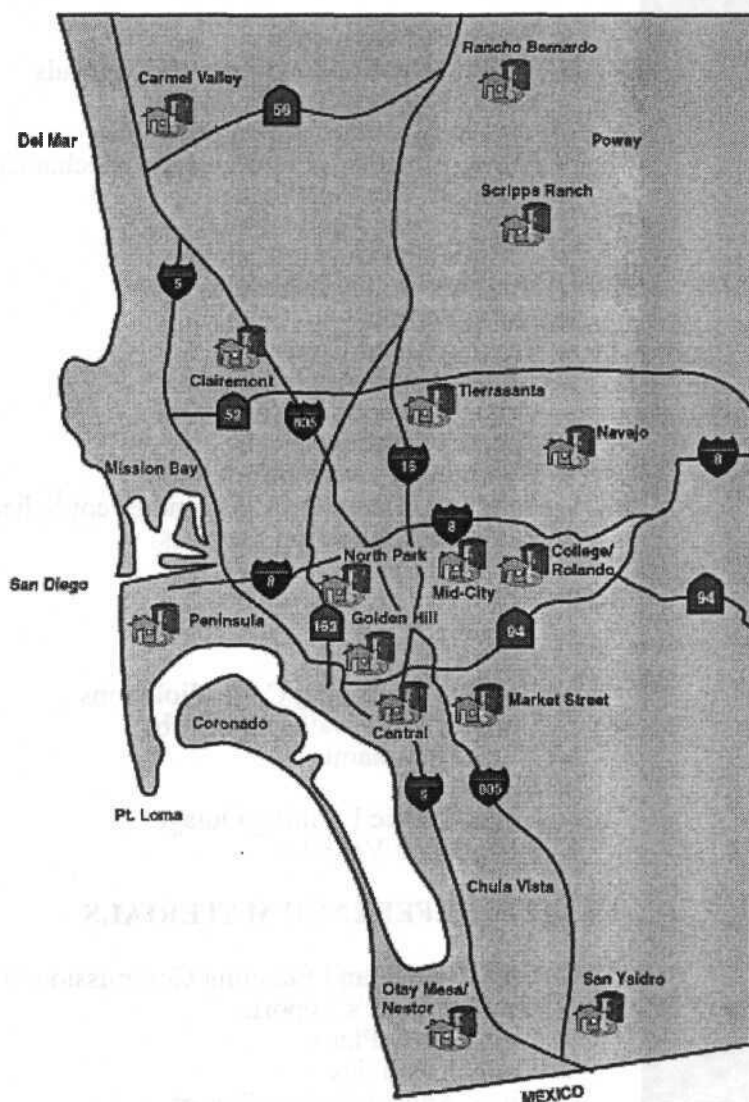
RESOURCES

## Locations



The Community Service Center Program has various centers throughout the City to serve you. Select a center below for information about hours and services.

- Carmel Valley  
3840 Valley Centre Dr., Suite 602  
San Diego, CA 92130  
(858) 552-1607
- Central  
2500 Commercial Street  
San Diego, CA 92113  
(619) 446-1000
- Clairemont  
4731 Clairemont Drive  
San Diego, CA 92117  
(858) 581-4111
- College/Rolando  
4704 College Avenue  
San Diego, CA 92115  
(619) 516-3100
- Golden Hill  
2469 Broadway  
San Diego, CA 92102  
(619) 235-5202
- Market Street  
4690 Market Street, Suite D20  
San Diego, CA 92102  
(619) 527-3466
- Mid-City  
3795 Fairmount Avenue,  
Suite C



San Diego, CA 92105  
(619) 641-6120

- Navajo  
7381 Jackson Drive  
San Diego, CA 92119  
(619) 668-2700
- North Park  
3956 30th Street  
San Diego, CA 92104  
(619) 525-8441
- Otay Mesa/Nestor  
695 Saturn Blvd., Suite E  
San Diego, CA 92154  
(619) 424-0220
- Peninsula  
3740 Sports Arena Blvd.,  
Suite 2  
San Diego, CA 92110  
(619) 692-4970
- San Bernardo  
17110 Bernardo Center  
Drive, 2nd Floor  
San Diego, CA 92128  
(858) 538-8070
- San Ysidro  
663 E. San Ysidro Blvd.  
San Diego, CA 92173  
(619) 424-0230
- Scripps Ranch  
11885 Cypress Canyon Road  
San Diego, CA 92131  
(858) 538-8200
- Tierrasanta  
10615 Tierrasanta Blvd, Suite  
E  
San Diego, CA 92124  
(858) 573-5000

# **SAN DIEGO HOUSING COMMISSION**





Good Neighbors

San Diego

Housing Commission

- 1625 Newton Avenue
- San Diego, California 92113-1038
- 619/2319400
- Fax: 235 4537

## FACT SHEET

- MISSION:** We **are** committed to **providing** quality **housing** opportunities to improve the lives of those in need.
- VISION:** An **affordable** home for every San **Diegan**
- HISTORY:** The San Diego **Housing** Commission was established in 1979 by the San Diego City Council. Since its **inception**, the Commission's efforts have resulted in more than 26,000 affordable housing units throughout the City. While the **Commission** operates as a separate public entity in administering its **programs**, the Commission budget and programs are regularly reviewed by the City Council, sitting as **the** Housing Authority. Currently (**FY2000**) the Commission administers a **\$113.5** million budget with **245 employees**.
- PROGRAMS:** The **Commission** helps house more than 40,000 San **Diegans** each year through innovative, award-winning programs that set trends nationwide. These programs include:
- Rental Assistance: More than 9,000 very low-income households are **assisted** annually to pay their rents in private housing through the Rental Assistance Program.
  - Development of new housing: More than 5,000 affordable housing units with restricted rents have been made available through Commission programs in partnership with businesses, investors, and **nonprofits**. Tools used include loans, grants and land-lease restrictions, as well as a **Multifamily** Bond Program.
  - Rehabilitation of older housing: More than **8,000** homes have been repaired in neighborhoods targeted for revitalization.
  - Housing Management: Approximately **1,850** units are publicly owned and managed by the Commission throughout the City of **San** Diego.
  - First-time **Homebuyer** Assistance: The Commission has assisted more than 3,000 buyers of lower and moderate incomes to purchase their first homes within the City of San Diego through its **First-time** Homebuyer Programs.

In addition, the Commission works with other organizations to meet special housing needs such as providing shelter for the homeless and offering programs to assist residents to become self-sufficient. The Commission also recommends housing related policies to the City of San Diego.

**COMMISSIONERS:**

E. Neal Arthur, Chair  
David L. Dick  
Robert A. Grinchuk  
Melbalen C. Hills  
Steven W. Oxberry  
Thomas F. Steinke  
Alice Tumminia

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# **San Diego Housing Commission Briefing Book**

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## I. INTRODUCTION

The San Diego Housing Commission was established by the San Diego City Council in an effort to consolidate the City's housing programs and to improve their effectiveness in providing affordable, livable housing to San **Diegans** in need.

In 1993, the Housing Commission refined their existing Mission Statement and adopted the following, as the agency's mission: "Provide Quality **Housing** Opportunities Which Improve The Lives Of Those In **Need**." To achieve its mission, the Housing Commission will pursue the following goals.

- Assist those earning 50% or less of median area income as the highest priority.
- Advocate for and aggressively pursue increased funding for affordable housing **programs**.
- Forge partnerships among public, nonprofit and private entities to provide housing opportunities an integrated range of social services for segments of the community not adequately served.
- Implement resident initiatives including opportunities for self-sufficiency.
- Create a supportive and **innovate** work environment in order to enhance customer service and quality work.
- Conduct business in a manner **that** respects diversity and promotes dignity, self-reliance and equal opportunity for our clients and our **partners**.
- Build communication and alliances among neighborhoods, clients and others to further our Mission throughout the City.
- Inform, guide and educate the public about housing needs, fair housing and affordable housing programs.

To accomplish these goals, the Housing Commission has developed several programs which have resulted in the provision of assistance to thousands of low- and moderate-income **families**, seniors and disabled San Diego residents through both direct and indirect **means**.

Since its inception in 1979, the Housing Commission has provided more than 21,000 affordable housing units throughout the City of San Diego. More than 12,000 of these households have been or are currently being assisted through rental assistance programs such as the Section 8 Certificate and Voucher Programs. Approximately 6,000 new affordable housing units with restricted rents have been developed through Housing Commission programs. Through the Housing Commission's Housing Rehabilitation Program, more than 4,000 homes have been repaired in neighborhoods targeted for **revitalization**. And through the Housing Commission's Housing Management Program, the Housing Commission owns and manages nearly 1,700 public housing units.

In addition to the role it plays in providing affordable housing opportunities, the Housing Commission is the housing advocacy arm of the City of San Diego. While the Housing Commission operates as a separate public entity in administering its programs, all Housing Commission activities and programs are reviewed and approved by the City **Council** sitting as the San Diego Housing Authority. Housing Commission staff also receives regular input and direction from the agency's Board of **Commissioners**.

Housing Commission programs generally fall under the following Divisions: Housing Finance and Program Administration, which includes the Housing Trust Fund; Development Division; Housing Services, including all rental assistance programs; and the Operations Division.

## II. HOUSING FINANCE AND PROGRAM ADMINISTRATION (HF&PA)

As the City's housing advocate, the Housing Commission is involved in the formulation of a myriad of important housing programs and policies. The Housing Finance and Program Administration (HF&PA) Division is comprised of four sections ~~that~~ are focused on providing affordable housing through the creation of financial and community partnerships. The sections include the Housing Finance Section, which includes the Housing Trust Fund; Loan Management Section, including the Occupancy Monitoring Program; the Research and Policy Development **Section**; and the Community Relations Section.

### Legislative Development & Analysis

The Research and Policy Development Section has taken a lead role in the development of local ordinances concerning housing (e.g., the Housing Trust Fund, SRO Preservation Ordinances and the Balanced Communities Policy). Staff has also taken lead responsibility for developing the City of San Diego's General Plan, Housing Element, Comprehensive Housing **Affordability** Strategy and Consolidated Plan. The Section also analyzes many state and federal bills annually to determine their potential impact on the City. The Research and Policy **Development** Section staff functions as the Housing **Commission's** advocacy arm who, in conjunction with the City's Intergovernmental Relations Department, work to promote favorable legislation and to block legislation which would negatively impact the City and its efforts to provide decent, affordable housing.

Legislative analysis and monitoring is a **critical** activity for the Housing Commission that has long term effects on funding levels and program policies. In a typical year, approximately 250 proposed bills and reports relating to housing policies or land use and development incentives are considered by local, federal and state governments. This potential legislation must be reviewed and analyzed by the Commission so that it can recommend changes to proposed laws and regulations to create new and expanded housing opportunities and maintain existing programs.

### Research, Planning & Evaluation

The Research and Policy Development Staff also undertakes research projects **to** increase the Housing Commission's knowledge about housing issues and how they impact San Diego. Housing Commission staff are active in planning new and continuing programs to more effectively address housing needs, and often are responsible for **administration** of these programs during their initial stages. Housing Commission staff also plays a lead role in preparing and/or reviewing the City's Housing Element and other significant housing related studies.

### Loan Management

The Housing Commission's Loan **Management** Division is responsible for underwriting new rehabilitation loans and enforcement of existing contracts including collections and monitoring. Each year, Loan Management staff reviews hundreds of rehabilitation loan application from very-low and low-income homeowners who need financial assistance to return their homes to safe and sanitary conditions. Once an application for rehabilitation assistance is received by the Housing Commission, Loan Management staff will make a preliminary determination of the applicants ability to undertake a loan and how much the applicant is capable of borrowing.



### III. HOUSING DEVELOPMENT

The Housing **Commission's** Housing Development Division is responsible for First-time **Homebuyer** Programs, New **Construction** and Acquisition, federal and state financed Housing Development, and local incentives **programs**.

#### Federal and State Financed Housing **Development**

One objective of the Housing Development program is to develop **multifamily** housing that is owned and managed by the Housing Commission. The Housing Development program utilizes federal, state and local funding sources to provide rental housing for families, seniors and disabled persons of very low-incomes, at sites scattered throughout the City. Approximately 1,700 units have been produced through federal public housing (HUD), and state housing and community development programs.

Through this process, appropriate public housing sites are selected with local community group input. Once Housing Commission staff and community members have agreed on the conditions of the **proposal**, the proposed project goes before the Housing Commission Board for approval and forwarding to the San Diego City Council sitting as the Housing **Authority** for final **approval**. Once approved, Housing Commission staff monitor all phases of construction, and, after all specifications are met, control of the units is transferred to the Commission's housing management staff for tenant selection and ongoing property management.

#### Local Incentives

Using various local incentives, the Housing Commission works in partnership with private developers to produce affordable rental and **for-sale** housing, housing which outside of such a partnership would not normally be developed.

The incentive typically offered to the developer by the Housing Commission is what is referred to as "gap financing." Through this program, the Housing Commission requires the developer to commit 10 percent of the equity needed for the project. In exchange for Commission assistance, the developer is required to make a minimum of 20 percent of the development's rental units affordable to low- and moderate-income families or persons with incomes below 70 percent of the median income. This program has offered land cost write-downs, technical assistance to nonprofit entities, and supplemental funding in conjunction with other government programs. In addition, affordable home purchase opportunities have been provided.

#### THE FIRST-TIME HOMEBUYER PROGRAMS

##### The Mortgage Credit Certificate Program

The San Diego Housing Commission offers several programs to assist the first-time homebuyer . More than 2,500 families and individuals have participated in the Housing Commission's Mortgage Credit Certificate (**MCC**) program which provides purchase assistance to first-time **homebuyers**, of new or existing housing units anywhere within the City of San Diego. The MCC enables the buyer to take a Federal income tax credit of twenty percent of the **annual** interest paid on the mortgage. **The** remaining eighty percent of the annual mortgage interest is treated as a standard Federal tax deduction. The MCC tax credit reduces the federal taxes of the buyer, who then has more income to spend on buying a home. Generally, the MCC enhances the buyer's purchasing power by about 17 to 23 percent. The tax credit is in effect for the life of the first mortgage **loan**, provided the homebuyer remains the occupant and owner of record.



First-time **homebuyers** purchasing in targeted census tracts are eligible for a closing cost loan of up to **\$3,000**. This "silent second" requires no monthly payments, is due on sale, and is forgiven after the recipient has owned and occupied the residence for 15 years.

### Shared Equity Loans

Through the Housing Commission's Shared Equity Loan program, eligible buyers earning below eighty percent of the median San Diego income receive financial assistance in the form of an equity participation loan, secured by a second deed of trust. The amount available to the individual borrower will represent the minimum amount needed to make an eligible property affordable to the particular household.

### Downpayment Assistance Grants

For eligible first-time homebuyers needing cash assistance, the Housing Commission offers Downpayment Assistance **Grants**. Buyers apply for the **grant** through their mortgage broker or banker who is originating the first mortgage. The grant is equal to two percent of the sales price and is "recoverable" - meaning that payback of the principal is required if the owner sells or refinances within the first six **years**.

### HOMEWORKS! **Purchase/Rehabilitation** Program

Through the **HOMEWORKS!** Purchase and Rehabilitation Program, the Housing Commission, the Federal Home Loan Mortgage Corporation (Freddie Mac) and **Glendale** Federal Bank have joined together to offer homebuyer assistance to qualified low-income first-time **homebuyers** desiring to purchase older homes in need of repair.

Through **HOMEWORKS!**, buyers select homes from available homes in need of rehabilitation. The buyer then receives a first trust deed mortgage loan from a private lender, Glendale Federal, at conventional terms to fund the purchase price. The Housing Commission provides technical assistance in estimating the cost of repairs, selection of a contractor and provides a deferred second trust deed mortgage loan (Silent Second) to pay for the needed rehabilitation. A Down Payment Assistance Grant and MCC may also be available. The total **amount** of the **HOMEWORKS!** loans may equal one hundred percent of the estimated value of the home after the rehabilitation is complete.

### Low-Income Housing Tax Credits

As an equity investment which is not **repaid**, Low-income Housing Tax Credits are of great assistance in the development of nonprofit housing. The Housing Commission works with developers who are interested in obtaining Federal low-income tax credits for the development of rental housing. Through the program, maximum tenant income and rent restrictions are imposed which help to increase the supply of affordable housing. The credits provide a direct reduction of the tax liability for the limited partner equity investors in qualified buildings for a period of **ten** years based on the cost to develop, rehabilitate, or acquire the building and the percentage of units set aside for occupancy by eligible households. As the tax credits are utilized, the amount of the equity investment is reduced until the nonprofit partners own all of the property.

## Density Bonus Program

Since 1981, local governments have been required by state law to grant density bonuses or similar incentives to developers who agree to build housing that is affordable to persons of low- and moderate-income. The San Diego City Council's Density Bonus Ordinance (April 1981) authorizes the Commission to approve up to a 25 percent increase in project density for those developers who make the "bonus" units affordable to households with incomes 80 percent or less than the median income for San Diego. The bonus units, which may be rented or sold, must remain at that level of affordability for 20 years. Recently passed legislation may reduce affordability restriction periods to ten years. The Commission verifies tenant/owner eligibility, revises rents annually and monitors compliance for the 20-year term of the agreement. To date, the density bonus program has encouraged the development of more than 1,000 additional affordable units throughout the City in developments ranging in size from 5 to 350 units.

## Senior Citizen Housing CUP Program

This program encourages the development of new senior citizen housing in San Diego. Developers are offered incentives of increased density up to 50 percent over the underlying zoning and reduced parking space requirements in exchange for developing needed senior housing projects. This program helps the City meet the well-documented need for affordable housing that meets the specific needs of our senior citizens.

The Housing Commission's responsibilities under the program are twofold. Since December 1986, developers of new senior housing projects have been required to enter into an agreement with the Housing Commission to provide affordable units to low-income seniors. When the units are occupied, Housing Commission staff continue to monitor the developments to ensure that at least one household member per unit is a senior citizen or disabled. This ongoing monitoring effort covers 73 senior housing developments representing approximately 3,530 rental units.

## SRO Hotel Policy & Programs

Single Room Occupancy hotels or SROs are one of the City's most valuable housing resources. Concentrated in the downtown area, SROs provide affordable housing to very low-income individuals, many of whom are elderly or disabled. SROs also provide a needed housing alternative for individuals trying to make the transition from homelessness. There are currently 65 SROs in San Diego's urban core, providing housing for approximately 3,400 individuals. Very-high occupancy rates and in many cases, waiting lists, indicate there is a demand for additional SRO units in San Diego.

In 1985, the City Council adopted a housing policy prohibiting the demolition of SROs unless the affordable units are replaced either downtown or elsewhere in the City. The Housing Commission took a leadership role in developing City policies to preserve and rehabilitate existing SROs. In implementing this policy, the Housing Commission has worked in partnership with private developers and nonprofits to build new SRO hotels. To date, the Housing Commission has participated in the development of eleven SRO hotels which provide 1,468 SRO units, 722 of which maintain restricted rents.



#### IV. HOUSING REHABILITATION (REHAB)

The Housing **Rehabilitation Program** is aimed at revitalizing the City's older **neighborhoods**. The goals of the program are to preserve the existing housing stock, **stabilize** our neighborhoods, and provide decent, safe and sanitary housing to low- and moderate-income families within target areas. The program includes owner occupied and rental housing rehabilitation.

Funding sources for rehabilitation projects have extensive eligibility requirements and regulations as to the income of residents, location of property, **nature** of work to be completed and the number of units within the project. Within these guidelines, the financing for each rehabilitation project is specifically packaged.

##### Owner Occupied Rehabilitation

This program offers **below-market** interest rate loans and technical assistance to homeowners to **rehabilitate** their homes. Loans are made to applicants who reside in designated "slum and **blight**" areas. The criteria for this program **specify** that the **rehabilitation** project must be a benefit to low- and **moderate-income** persons or families **and/or** aid in the prevention or elimination of slums or blight.

##### Rental Property Rehabilitation

The Rental Rehabilitation Program provides financial and technical assistance to rental owners and rental subsidies to eligible tenants for the rehabilitation of rental properties. Rental properties must be occupied primarily by low- or moderate-income tenants, and projects must be located in the Commission's target areas.

##### Section 8 Moderate Rehabilitation Program

This program assists rental owners whose properties are in the early stages of deterioration. Applicants, whose properties must lie in the designated target area, obtain rehabilitation construction financing from a conventional lender or other private sources. When construction is completed, the Commission assumes the monthly rental subsidy payments on behalf of the eligible tenants. This arrangement creates affordable rental housing, helps to revitalize **neighborhoods**, and provides an incentive for property owner participation.

##### Mt. Hope Neighborhood Conservation Program (NCP)

This rehabilitation program is a joint effort by the San Diego Housing Commission, The Southeast Economic Development Corporation, and the Redevelopment Agency of the City of San Diego. It was designed to offer zero to low-interest loans to low-income residents of the Mt. Hope **Community** who want to rehabilitate their **homes**. The NCP also includes the availability of other services to aid in the overall **revitalization** of the neighborhood. Some of the services include: litter control, graffiti removal, abandoned car removal, and weed abatement. Residents will again be able to take pride in **their** community by improving the environment in which they live.



## V. HOUSING MANAGEMENT

### Public Housing Program

The goal of the Commission's Housing Services Section is to maintain a decent, safe and habitable living environment for low-income seniors, disabled **persons**, families and others living in Housing Commission-managed public housing developments. The Housing Commission's responsibilities include maintaining the Commission's waiting list; determining tenant eligibility; tenant screening and selection; tenant certification; collecting rents; property **maintenance** (in **Commissioned-owned** housing); occupancy control; assistance termination; and tenant relations.

The Public Housing program is a federally funded program which allows a public housing authority to develop or acquire rental housing for low-income seniors, disabled persons and families. The tenant's rental rate is individually determined based on the total household income. Participants generally pay no more than **30%** of their income towards their rent. Local funds augment HUD financing to meet balanced community goals, developing housing in all areas of the city. A State-financed program operates similarly.

Unlike other programs which encourage **public/private** partnerships, public housing must be owned and managed by the Housing **Commission**. The Housing Commission competitively selects local architectural and construction firms to design and **construct** all new developments.

Affordable and livable publicly owned rental housing is scattered throughout the City. The Housing Commission owns and manages more than 1,700 apartments and houses in over 150 sites throughout the City. The Commission recently completed the construction of two public housing developments. The 45-unit El Camino Real **Townhomes** are the first affordable housing development ever built in the **Carmel Valley** area of San Diego. Construction of the **seven-unit Saranac** Townhomes public housing development which borders the City of La Mesa was completed in mid-August of 1996. The Housing Commission anticipates that construction of two other public housing developments will be completed by late Fall of 1996.

Throughout the years, the San Diego Housing Commission has received several awards in recognition of our outstanding public housing program. Most recently, the Housing Commission was acknowledged in a *San Diego Union-Tribune* editorial, "Good public housing? San Diego's an example," written by the Honorable Henry **Cisneros**, Secretary of HUD. In the editorial Secretary **Cisneros** said, "**During** our recent National Public Housing summit, it became clear that San Diego's public housing is a good example of public housing that works for residents. The San Diego Housing Commission is a high performer under an objective rating system. The Housing Commission received a score of over 93, out of 100 **possible**."

### Mixed-income Housing

In May of **1995** the Housing Authority authorized the purchase of a **132-unit** apartment complex located in **Mira** Mesa known as the Maya Linda Apartments. Of the **132-units**, thirty percent of the units are set-aside as affordable **units**. Twenty percent are rented to families earning less than fifty percent of median area income and ten percent are rented to families earning less than sixty percent of the **median-area** income. The remaining units are rented at market rates. The Housing Commission's conversion of the Maya Linda Apartments into a mixed-income complex has resulted in a significant rent reduction for many of the developments low-income residents.

## VI. RESIDENT SERVICES

The Housing Commission's Resident Services Program provides agency clients with an opportunity to improve their skills through a variety of education, job training and skills development programs. In addition, Resident Services provides special youth programs including tutoring, recreational programs and youth diversionary activities. Working in collaboration with community organizations including, social service providers, area colleges and universities and nonprofit agencies, clients living in public housing units have access to several resident empowerment programs designed to promote upward mobility and promote self-sufficiency.

### **The Family Self-Sufficiency**

The Family Self-Sufficiency (FSS) Program is a partnership among Public Housing and Rental Assistance clients, community agencies and the Housing Commission. Each FSS participant develops a career plan for improving their education and job skills, with a long term goal of full employment and economic freedom. All FSS participants receive continuous support from the Housing Commission and participating agencies with furthering their education, improving basic skills, completing vocational training, beginning their own businesses and/or purchasing their own homes.

### **Opportunity Centers**

Through Housing Commission established Opportunity Centers located on public housing sites, school age children receive valuable tutoring assistance provided by local college students and volunteers. Thus far, the Housing Commission has established opportunity centers at three public housing developments. While there, students can either participate in programs which help to improve their grades or participate in recreational programs which serve as a deterrent to gang and drug involvement. More than 90 percent of **student** participants have seen an improvement in their school grades.

### **Cultural and Recreational Programs**

The Housing Commission sponsors several activities for youth living in public housing developments which are designed to encourage a deeper appreciation of cultural **differences** and promote physical well being. Resident youth can participate in enriching camping trips and day **hikes**. Through the newly created Inner-City Games Foundation, youth residing in public housing developments now have the opportunity to participate in the Greater San Diego **Inner-City** Games **activities**. These activities are being designed to promote healthy positive year-round choices for youngsters in addition to providing youth with educational challenges.

## VII. RENTAL ASSISTANCE

Through the Housing Commission's **Rental** Assistance programs, the agency assists more than 8,800 senior citizens, disabled persons, and families of lower incomes with their monthly rental payments. Rental Assistance program participants are generally required to pay no more than 30 percent of their household income towards **rent**.

### Tenant Based Rental Assistance

#### The Section 8 Certificate Program

The **Section 8** Existing Certificate program was created in **1974** by the federal government to assist low-income renters **in** privately owned, existing **housing**. Either **owners**, landlords or property managers are entirely responsible for tenant selection, **rent** collection and unit maintenance. The Commission **certifies** tenant eligibility and administers the U.S. Department of Housing and Urban Development (HUD) subsidy funds which assist renters in paying the difference between 30 percent of their incomes and the required rent. Landlords may not charge rents in excess of **HUD-defined** fair market rent ceilings for the City. Approximately 8,200 households are assisted by Section 8 Certificates each year.

Interested persons apply through the mail directly to the Commission's Waiting List Section. All eligible applicants are assisted as **expeditiously** as possible based on bedroom **size** requirements and available Certificates.

#### Section 8 Voucher Program

The Section 8 Voucher program was **created** by the federal government as a demonstration program with a goal of replacing the Section 8 Existing program with a less regulated, less costly subsidy program. There are no regulated limits on the rent an owner can charge; only what the Commission can pay. Participating Voucher program tenants assume responsibility for any rent increases. Some Voucher allocations have been tied to rental rehabilitation funding; some vouchers are available as a "freestanding" rental subsidy.

#### Section 8 - State Aftercare

A special allocation of Section 8 Certificates are set aside for the State Aftercare program which is exclusively for persons with mental or physical handicaps. The State of California Housing and Community Development department developed and administer the program through local public housing authorities like the San Diego Housing Commission.

#### Section 8 - Family **Self-Sufficiency**

The Family Self-Sufficiency (FSS) Program is a partnership among Public Housing and Rental Assistance clients, community agencies and the Housing Commission. Each FSS participant is assisted in developing a career plan for improving their education and job **skills**, with a long term goal of full employment and economic freedom. In addition to provide clients with Section 8 assistance, working in conjunction with community agencies, the Housing Commission provides participants with employment training, job placement, transportation, **childcare**, education and counseling services. Clients can then transition from dependency to self-sufficiency.



## Special Needs Housing Assistance

### Shelter Plus Care

The Shelter Plus Care program is a federal program which was created by HUD in 1993. Through an initial \$1.5 million five-year grant, the Housing Commission has **successfully** provided assistance to 73 homeless individuals with disabilities. Shelter Plus Care recipients each receive assistance with housing, job training, and mental health treatment

### Housing Opportunities for People with AIDS.

With the assistance of a **\$1.245** million grant received by the Housing Commission from HUD, individuals with AIDS can now receive assistance through the Housing for People with AIDS (**HOPWA**) program. This unique program is administered **by** the County of San Diego Office of AIDS Coordination. The grant provides housing and supportive services for low-income individuals with AIDS and AIDS related diseases including those with **HIV** infection and their families.

### Project-based Rental Assistance

#### Section 8 - Moderate Rehabilitation

The Section 8 Moderate Rehabilitation program allows the Housing Commission to contract with property owners who rehabilitate deficient or substandard properties and agree to rent the rehabilitated units to low-income families for 15 years. Rent subsidies are tied to the specific units. Landlords advertise for low-income families when vacancies arise. Before the Moderate Rehabilitation projects was closed to new projects in 1988, more than 601 rental units received rehabilitation assistance. Like the Section 8 Existing program, Housing Commission staff are responsible for certifying applicant eligibility.

#### Section 8 - New Construction

Similar to the Section 8 Moderate Rehabilitation Program, Section 8 New Construction subsidies stay with specific **units**. Developers or public housing agencies apply to HUD prior to any construction for a **20-year** Section 8 reservation for a specific project. Section 8 New Construction supplies a subsidy to assist the tenant in paying rent. It provides no financing to the developer, but the assurance of an income stream from Section 8 helps the developer to secure financing. University Canyon, owned by the Housing Commission, and 222 privately owned units were assisted through this program.

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# APPENDICES

## PLANNING ACRONYMS

### ORGANIZATIONS

<b>APCD</b>	Air Pollution Control District
<b>CALTRANS</b>	California Department of Transportation
<b>CC</b>	City Council
<b>CCDC</b>	Centre City Development Corporation
<b>CPC</b>	Community Planners Committee
<b>DEP</b>	Development and Environmental Planning Division
<b>E&amp;D</b>	Engineering and Development Department
<b>HC</b>	Housing Commission
<b>HSB</b>	Historic Site Board
<b>LAFCO</b>	Local Agency Formation Commission
<b>LU&amp;H</b>	Land Use and Housing (Formerly Transportation and Land Use Committee)
<b>MTDB</b>	Metropolitan Transit Development Board
<b>NCCD</b>	Neighborhood Code Compliance Department
<b>PC</b>	Planning Commission
<b>PF&amp;R</b>	Public Facilities and Recreation Committee
<b>PS&amp;S</b>	Public Services and Safety Committee
<b>RULES</b>	Rules, Legislation and Intergovernmental Relations
<b>SANDAG</b>	San Diego Association of Governments
<b>SB/SRC</b>	Subdivision <b>Board/Subdivision</b> Review Committee
<b>SEDC</b>	Southeast Economic Development Corporation

### TERMS

<b>ADT</b>	Average Daily Trips
<b>CBD</b>	Central Business District
<b>CC&amp;R</b>	Covenants, Conditions and Restrictions
<b>CDBG</b>	Community Development Block Grant
<b>CEQA</b>	California Environmental Quality Act
<b>CLU</b>	Classification of Use
<b>CLUP</b>	Comprehensive Land Use Plan
<b>CP</b>	Commercial Parking
<b>CP</b>	Community Plan
<b>CPA</b>	Community <b>Plan</b> Amendment
<b>CUP</b>	Conditional Use Permit
<b>CVREP</b>	<b>Carmel</b> Valley Restoration and Enhancement Program
<b>CWP</b>	Clean Water Program
<b>Db</b>	Decibel
<b>DU/NRA</b>	Dwelling Units per Net Residential Acre
<b>EIR</b>	Environmental Impact Report
<b>EIS</b>	Environmental Impact Statement
<b>FAR</b>	Floor Area Ratio
<b>FAZ</b>	Flight Activity Zone
<b>FM</b>	Final Map
<b>FP</b>	Flood Plain



<b>FP</b>	Flood Plain
<b>FPF</b>	Flood Plain Fringe
<b>FSDRIP</b>	First San Diego River Improvement Project
<b>FUA</b>	Future Urbanizing Area
<b>FW</b>	<b>Floodway</b>
<b>GIS</b>	Geographical Information Systems
<b>GP</b>	General Plan
<b>GPA</b>	General Plan Amendment
<b>HR</b>	Hillside Review
<b>HRP</b>	Hillside Review Permit
<b>IDO</b>	Interim Development Ordinance
<b>JTF</b>	See Raconteur
<b>LCP</b>	Local Coastal Program
<b>LDP</b>	Land Development Permit
<b>LOS</b>	Level of Service
<b>MF</b>	<b>MultiFamily</b>
<b>MIP</b>	<b>Manufacturing/Industrial</b> Park
<b>MND</b>	Mitigated Negative Declaration
<b>MOU</b>	Memorandum of Understanding
<b>MSCP</b>	Multiple Species Conservation Plan
<b>ND</b>	Negative Declaration
<b>NEPA</b>	National Environmental Policy Act
<b>OSMD</b>	Open Space Maintenance District
<b>PCD</b>	Planned Commercial Development
<b>PDO</b>	Planned District Ordinance
<b>PID</b>	Planned Industrial Development
<b>POD</b>	<b>Pedestrian-Oriented</b> Development
<b>PPM</b>	Permit Process Management
<b>PRD</b>	Planned Residential Development
<b>PSD</b>	Park <b>Service</b> District
<b>PUD</b>	Planned Unit Development
<b>RAQS</b>	Regional Air Quality Strategy
<b>RGMS</b>	Regional Growth Management Strategy
<b>RPO</b>	Resource Protection Ordinance
<b>RTIP</b>	Regional Transportation Improvement Plan
<b>RTP</b>	Regional Transportation Plan
<b>RUIS</b>	Regional Urban Information System
<b>SA</b>	Street Action
<b>SCR</b>	Sensitive Coastal Resource
<b>SDVRP</b>	San <b>Dieguito</b> River Valley Regional Park
<b>SF</b>	Single-Family
<b>TAZ</b>	Traffic Analysis Zone
<b>TDM</b>	Transportation Demand Management
<b>TDR</b>	Transfer of Development Rights
<b>TM</b>	Tentative Map
<b>TOD</b>	Transit-Oriented Development
<b>UDAG</b>	Urban Development Action Grant
<b>ZCU</b>	Zoning Code Update

**1996 National Electrical Code**

Soft Cover \$54.00  
Loose Leaf \$63.50

- OUT -

Price

**Atlas Specific Plan**

LRP  
JO/13/88

Price \$10.75

**Automobile Service Station Guidelines**

7/86

Price \$1.75

**1997 Uniform Fire Code**

Soft Cover \$55.00  
Loose Leaf \$64.00

Price

**Balboa Park Central Mesa P. P. Appendix**

June 1991  
set \$40.00 (P.P.& Appendix)

Price \$20.00

**1997 Uniform Mechanical Code**

Soft cover \$45.00  
Loose Leaf \$52.00 - OUT -

Price

**Balboa Park Central Mesa Precise Plan**

Oct. 20, 1992

Price \$33.00

**1997 Uniform Plumbing Code**

Soft Cover \$76.75  
Loose leaf \$90.00 - OUT -

Price

**Balboa Park, East Mesa Precise Plan**

April 1993

Price \$14.50

**Building Newsletters**

Price \$25.00

**Balboa Park Master Plan (TAN COVER W/COLORED MAPS)**

7/25/89,  
Amend. 12/9/97

Price \$22.00

**A House Divided**

12/81

Price \$2.75

**Barrio Logan Community Plan/Harbor 101 C.F.**

Can be sold separately:  
Redevelopment Project \$3.50  
Harbor 101 \$9.00  
Amended on April 28, 1993

Price \$12.50

**Ad Hoc Task Force Report**

3/81

Price \$1.75

**Barrio Logan Planned Dist. Ord.**

Price \$2.00

**Airport Approach Overlay Zone**

12/85

Price \$2.00

**Alternative Futures for San Diego**

10/13/88

Price \$5.50

**Biological Review References**

Includes Biological Guidelines  
Jan. 2000

Price \$6.62

**Black Mountain Ranch C. P. Sub Area I**

7/28/98

Price \$14.00

**Black Mountain Ranch Public Facilities Finance Plan**

Free of Charge

Price \$0.00

**Blackhorse Farms**

LRP  
1/8/85  
Amend. 1986

Price \$3.75

**Blue Ribbon Report on Mobile Home Parks**

LRP  
2/15/79

Price \$5.50

**Border Highlands**

LRP  
2/81

Price \$7.25

**Ca. Multi-Family Disabled Access Regulations A Guide to**

Guide to regs. of the US Fair Housing  
Amends. Act of 1988 & CA Disabled Access  
Regs for multi-Fam. housing & Condo.  
dwelling units Jan. 1997

Price \$30.75

**California Environmental Quality Act (CEQA)**

1995 (State Pub)

Price \$15.00

# Publications

City of San Diego Planning and Development Review Department Orders: (619) 446-5100

## California Permit Handbook

from the California Trade and Commerce Agency. 1996-97

Price \$20.00

## Carmel Valley #3 (North City West)

LRP 1989—amended 3/17/92 & '96

Price \$4.00

## Carmel Valley Neighborhood 10 Precise Plan

Price \$10.00

## California Terraces Precise Plan

(in the Otay Mesa Regional setting)  
April, 1994

Price \$8.00

## Carmel Valley #4,5, & 6 (North City West)

LRP - 10/90

Price \$5.00

## Carmel Valley Neighborhood 8C Precise Plan

11/25/97

Price \$8.00

## Carmel Mountain Ranch Commercial Design Guidelines

5/86

Price \$4.00

## Carmel Valley #4A (North City West)

LRP - 8/2/89

Price \$2.25

## Carmel Valley Planned District Ordinance

Price \$1.00

## Carmel Mountain Ranch Community Plan

LRP

1/24/95

- Price \$11.25

LRP - 4/89 Amended Apr 1997

Price \$3.75

## Carmel Valley Precise Plan

4-2-81

Price \$3.00

## Carmel Mountain Ranch Residential Design Guidelines

Price \$3.00

## Carmel Valley #8 (North City West)

LRP - 5/90

Price \$3.00

## Carmel Valley Precise Plan amendment to

July 30, 1996

Price \$3.00

## Carmel Mountain Ranch Sign District

2/86

Price \$2.75

## Carmel Valley #8-A (North City West)

9/8/98

Price \$15.00

## Carmel Valley Precise Plan - Design Element

6/85

Price \$3.00

## Carmel Valley #1 (North City West)

LRP - 10/16/90

Price \$5.00

## Carmel Valley #8C (North City West)

7/28/98

Price \$8.00

## Carmel Valley Public Facilities Financing Plan

LRP

Year 2000

Price \$22.00

## Carmel Valley #10 (North City West)

Sept. 20, 1994

Price \$10.00

## Carmel Valley #9 (North City West)

LRP - 9/86

Price \$13.75

## Carmel Valley Signage Guidelines & Criteria

12/90

Price \$2.70

## Carmel Valley #2 (North City West)

LRP - 1-16/90

Price \$2.50

## Carmel Valley C. P. (North City West)

LRP - 10/88

Price \$18.50

## Carmel Valley/Carmel Del Mar P.P. Neigh. 4 Amend.

July 30, 1996

Price \$3.00





**Carroll Canyon Master Plan**

Amendment to Mira Mesa C P  
on Properties  
8-94

Price \$5.00

**Clairemont Mesa Public Facilities  
Financing Plan**

LRP  
July 1990

Price \$11.50

**Del Mar Mesa Specific Plan**

Pending Revision (June 2000)

Price

**Cass Street Commercial Planned Dist  
Ordinance**

Price \$1.00

**College Area Community Plan**

LRP 5/89

Price \$9.00

**Del Mar Mesa Subarea V Facilities  
Financing Plan**

Year 2000

Price \$16.25

**Central Urbanized Planned District  
Ordinance**

Price \$1.25

**College Area Public Fac. Fin. Plan**

LRP  
October 1993

Price \$9.75

**Dennery Ranch Precise Plan**

November 1993  
Revised Nov 1997

Price \$5.00

**Centre City Community Plan**

April 1992

AT CCDC

Price \$5.50

**College Comm Redevelopment Master  
Proj**

Oct., 1993

Price \$10.75

**Drainage Design Manual**

April 1984

Price \$17.50

**Centre City Existing Conditions  
Technical Report**

Travel Forecasts  
12/19/91

AT CCDC

Price \$6.50

**College Comm Redevelopment Proj  
Area, Core Sub Area**

Aug 1997

Price \$5.45

**E.I.R. Route 56**

If purchased separately:  
VOL I \$55.00  
VOL II \$65.00

Price 120.00

**Centre City Planned District Ordinance**

Price \$3.00

**Community Plan Maps**

May be obtained from SANGIS at:  
1010 2nd Ave  
SD Ca 92101  
Ph 702-0400

Price

**Elliott CP**

LRP 4/71

Price \$3.00

**CIP Guidelines and Standards**

Set Includes: Gen Design, Facility Design,  
Std & Guide Details, Specs., CADD Strds,  
Cons Mgmt. Guidelines.  
1998

Price 200.00

**Community Planning Implementation**

LRP 6/86

Price \$1.00

**Energy & Land Development Process**

8/83

Price \$5.00

**Clairemont Mesa Community Plan**

LRP 9/26/90

Price \$6.00

**Conservation Element**

LRP

Price \$2.00

**Enviro. Analysis Significance  
Determination Guidelines**

5/99

Price \$14.00

**Costa Verde Specific Plan**

#17119, LRP  
7/88

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**Equestrian Trails**

LRP 2/75

Price \$1.75



**Fairbanks Ranch**

LRP 3/82

Price \$2.25

**Golden Hill Fern & 30th**

LRP - 5/87

Price \$4.50

**Housing Element Annual Review**

LRP - 1989-90

Price \$4.00

**Fay Avenue Plan**

LRP - 1980

Price \$3.75

**Golden Hill Planned District Ordinance**

Price \$1.50

**Housing Regulations a guide to**

NCCD's information on housing regulations.  
3/94

Price \$3.00

**Fay Avenue Study**

Study, LRP - 7/80

Price \$3.75

**Grant Hill Revitalization**

Price \$5.00

**Inside San Diego Land Development Code**

Video  
2000

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**First San Diego River Improvement Project (FSDRIP)**

Improvement Project LRP  
2/8/96

Price \$5.00

**Greater Golden Hill Community Plan**

LRP  
12/89 Amended 6/90

Price \$12.50

**Inspiration Point Park Master Plan**

Price \$19.25

**Framework Plan/North City Future Urbanizing Area**

LRP - 2/95

Price \$5.00

**Greater North Park Community Plan**

LRP  
Amends. 1986, some changes in 1991

Price \$10.50

**Kearny Mesa Community Plan**

LRP - October 1992, amended 9/97

Price \$7.25

**Gaslamp Quarter Planned District**

Price \$1.10

**"Greenbook" Standard Specs for Public Works Construction**

2000 Edition \$45.75  
City Supplement \$1.50  
County Supplement \$ 3.50  
Set \$50.75

Price

**Kearny Mesa Community Plan Amendment**

LRP - October 6, 1992

Price \$1.00

**Getting started with your review**

a guide for community planning  
committees 1988

Price \$2.00

**Growth Management Background Summary**

LRP - 10/86

Price \$3.00

**Golden Hill 25th St. Revitalization**

LRP - 7/87

Price \$3.25

**Growth Management Task Force Report**

LRP - 12/84

Price \$8.50

**Golden Hill Design**

Criteria & Guideline Letters  
10/89

Price \$2.50

**Kearny Mesa Public Facilities Financing Plan**

LRP  
October 1992

Price \$11.50

**Golden Hill District #2**

LRP - 10/78

Price \$2.25

**Housing Element**

LRP 3/2000  
Draft Vol I \$12.00 - 6/2000  
Vol II \$ 5.00 - 3/2000

Price \$4.00

**La Jolla Community Plan**

LRP - 3/75 amended 11/88

Price \$6.00

**La Jolla Community Plan and LCP —DRAFT**

LRP - 1/1/95

\* Unavailable. Under revision\*

Price \$5.00





**La Jolla Historical**

Price \$16.00

**La Jolla Planned District Ordinance**

Price \$3.00

**La Jolla Public Facilities Financing Plan**

LRP  
January 1995

Price \$10.50

**La Jolla Shores Design Manual**

Manual - 3/74

Price \$4.00

**La Jolla Shores Local Coastal Program Addendum**

4/83

Price \$8.50

**La Jolla Shores Planned District Ordinance**

Price \$1.30

**La Jolla Shores Precise Plan**

7/76

Price \$2.75

**Land Dev & Public Improve Plans, manual for preparation of**

\*Unavailable. Under revision \*

Price \$6.00

**Land Development/Zoning Code**

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Price \$90.00

**Land Development/Zoning Code Guidelines**

Biology \$2.72, Coast Bluffs & Beaches \$1.33, Historical \$4.92, Steep Hillside \$5.15, Enviro. Sensitive in Coastal \$0.25, Landscape \$4.25, User's \$1.69, tabs \$18.85, Intro. \$0.41

Price

**Land Development/Zoning Code VIDEO**

Effective Jan 1, 2000

Price \$10.75

**Landscape Technical Manual**

11/89 FOR OLD PROJECTS ONLY  
(submitted prior 1/2000)

Price \$5.00

**Levi Cushman Specific Plan**

LRP - 8/1/87

Price \$13.00

**Linda Vista Community Plan**

LRP - 12/1/98

Price \$9.00

**Linda Vista Community Plan Public Fac. Fin.**

Jan. 1999

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**Lindbergh Field Airport Influence Area**

LRP - 1990

Price \$1.00

**Living with Seismic Risk**

LRP - 12/10/76

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**Los Penasquitos Canyon Preserve Master Plan**

Feb. 1986

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**Los Penasquitos Lagoon Enhancement Plan & Program**

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Price \$5.00

**Marina Urban Design Plan Dev. Guidelines PDO**

Price \$1.00

**Mid City Commercial Revitalization Project/El Cajon Blvd.**

Price \$3.50

**Mid City Community. Plan**

LRP - Amended Aug/1998

Price \$5.00

**Mid City Design Plan**

Plan

Price \$3.50

**Mid City Neighborhood Element**

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Price \$5.50

**Mid City/NorthPark Revitalization Plan**

LRP - 11/88

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**Mid City Physical Rehabilitation Guidelines**

LRP - 1989

Price \$6.50

**Mid City Planned District Ordinance**

Price \$2.50



**Mid City Public Facilities Financing Plan**

Price \$5.00

**Mid-City/State Route 15 Interchange Study**

SANDAG - 12/9/87

Price \$3.50

**Midway/Pacific Highway Corridor Com. Plan & LCP**

Sept. 1991, amended 1/99

—LRP

Price \$5.95

**Midway/Pacific Highway Corridor Existing Conditions Report**

LRP - 1987

Price \$3.00

**Midway/Pacific Highway Public Facilities Financing Plan**

LRP

J 1991

Price \$10.50

**Mira Mesa Community Plan**

LRP Under revision -

Price \$11.75

**Mira Mesa Public Facilities Financing Plan**

LRP

6/99

Price \$20.50

**Miramar Ranch North C.P.**

LRP—(with maps revised 4/91)  
amended 6/95 & 9/98

Price \$10.25

**Miramar Ranch North Public Facilities Financing Plan**

LRP

July 1988

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**Mission Bay Coastal Access Study**

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**Mission Bay Park Master Plan**

(colored) + Design Guidelines

August 2, 1994 / Revised May 1997  
Colored

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**Mission Bay Park Master Plan for Land & Water**

LRP — Green

10/78

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**Mission Bay Park Master Plan Local Coastal Program (yellow)**

1978 - w/amend. May 1988. Yellow cover.

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**Mission Bay Park Natural Resource Management**

1990

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**Mission Bay Park Shoreline**

Stabilization and Restoration Project  
4/89

Price \$15.00

**Mission Bay Park Shoreline E.I.R.**

LRP - 12/89

Price \$20.00

**Mission Beach Planned District Ordinance**

Price \$1.00

**Mission Beach Precise Plan & Local Coastal Program**

LRP - 1986

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**Mission City Specific Plan**

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**Mission De Alcala History & Design**

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**Mission San Diego de Alcala**

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**Mission Trails Design District**

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**Mission Trails Regional Park Master Plan**

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**Mission Valley Community Plan**

LRP — July '85  
Amendments 1990 & 91

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**Mission Valley Heights Specific Plan**

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## Mission Valley Heights Specific Plan / Ordinance

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## Mission Valley Planned District Ordinance

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## Mission Valley Public Facilities Financing Plan

LRP

1988, amended Dec. 1996

Price \$11.00

## Mission Valley Transportation Project Study Report

Primary Engineering Studies  
7/19/89

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## Mitigation Monitoring & Reporting

1999. Serves for all Mitigation reports

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## Mobile Home and Camping Parks

LRP - JO/74

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## Morena Revitalization Program Overview

Discontinued. \* Morena has been integrated in the LINDA VISTA CP \*

Price

## Mount Hope Planned District Ordinance

Price \$1.00

## Mountain View District/Rebuilding Normal Heights.

LRP - 7/85

Price \$3.00

## Multiple Species Conservation Program Final Plan

Contains info on County + 11 cities  
9/28/99 (Isold by mail \$28.75)

Price \$20.50

## Multiple Species Conservation Program Implementing Agreement.

6/16/97

Price \$8.00

## Multiple Species Conservation Program Subarea Plan

contains info on City of SD only  
March 1997  
(\$31.38 Isold by mail)

Price \$28.75

## Navajo Community Plan

LRP - 4/89

Price \$5.50

## Naval Training Center Precise Plan & Local Coastal Program

7/2000

Price \$12.50

Fund Transfer to ACCT 77447 / FUND 18204

## Naval Training Center Redevelopment Proj. EIR - Draft

11/99

Price \$15.00

## Naval Training Center SD EIR & Comments

1998

Price \$25.00

## Naval Training Center SD Reuse Plan

1998

Price \$12.50

Fund Transfer to ACCT 77447 / FUND 18204, per Ralph Armstrong 66548

## New Century Center

Adopted by City Council 11/18/97

Volume 1 \$1.00

Volume 2 \$2.00

Volume 3 \$3.00

Price

## Nexus (Specific Plan)

LRP - 12/85

Price \$1.00

## North City Local Coastal Program

LRP - 3/81

Price \$5.50

## North City West(CarmelV) Planned District Ordinance

5/86 - Out -

Obtain from City Clerk's Office Ordinance # 1030600

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## North Embarcadero Visionary Plan

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## North University City Loop/shuttle Financing & Implementation Proj.

6/18/89

Price \$5.00



**North University City Public Facilities  
Financing Plan**

LRP 2001

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**North University City - Transportation  
Phasing Plan Update**

Transportation Phasing Plans  
1989-90

Price \$2.50

**Northside Specific Plan**

LRP -11/84  
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Price \$0.00

**Ocean Beach Action Plan**

Aug 3, 1999

Price \$7.00

**Ocean Beach Precise Plan & Local  
Coastal Program**

LRP — Amended 1983, 86, 91

Price \$10.75

**Old S.D. Architectural & Site**

LRP - 9/72

Price \$4.50

**Old Town S.D. Community Plan**

LRP - 7/87

Price \$16.50

**Old Town San Diego Planned Dist. Ord.**

Price \$1.00

**Otay Development District**

Price

**Otay International P.P.**

LRP — (Goes with Otay Mesa C.P.)  
9/84

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**Otay Mesa Community Plan**

LRP 4/81

UNDER REVISION

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**Otay Mesa Development District**

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**Otay Mesa Public Facilities Financing  
Plan**

LRP Draft  
1999

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**Otay Mesa Robinhood Ridge**

ft/as

Pave

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**Otay Mesa/Nestor C.P.**

LRP - 5/6/97  
Plan & fold-outs \$20.  
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**Otay/Nestor Public Facilities Finance**

5/87

Price \$10.50

**Pacific Beach CP & LCP**

LRP - 4/94  
Revised printing 7/99

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**Pacific Beach Public Facilities  
Financing Plan**

LRP  
Mar 1994

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**Pacific Highlands Public Facilities**

Finance

1999

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**Pacific Highlands Ranch Comm. Plan,  
Sub Area III**

7/20/99

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**Park & Rec. Study**

Oct. 1972 and 1990

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**Paradise**

LRP - 9/90

Price \$2.50

**Peninsula Community Plan**

LRP — with amends. July '87 w/June '89

Price \$8.50

**Progress Guide & General Plan**

LRP — June '89 w/maps and 10/90 amend.

Price \$31.00

**Progress Guide Map**

LRP

Price \$1.25

**Project First Class**

LRP

Price \$3.75





# Publications

City of San Diego Planning and Development Review Department Orders: (619) 446-5100

## Public Service Background

Price \$3.75

## Rancho Bernardo Community Plan

LRP — 3/78 amended in 1997

Price \$5.75

## Rancho Bernardo Public Facilities Financing Plan

LRP  
May 1990

Price \$11.00

## Rancho Peñasquitos Community Plan

LRP - 3/93  
amends 6/8/98  
Res #290169

Price \$8.00

## Rancho Penasquitos Public Facilities Financing Plan

LRP  
1996

Price \$11.50

## Regional Standard Drawings City of S D

2000 Edition  
By mail \$

Price \$30.75

## Rio Vista West

Dec. 7. 1993

Price \$0.00

## Rio Vista West

AMENDMENT 4/99

Price \$2.00

## Robinhoo Ridge (Otay Mesa)

6/98

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## Rules and Regulations for Reclaimed Water Use and Distribution within the City of San Diego

April 1996

Price \$3.25

## Sabre Springs Community Plan

8/98

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## Sabre Springs Public Facilities Financing Plan

LRP  
1997

Price \$10.75

## Sabre Springs Sign District

3/86

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## San Dieguito River Regional Plan

LRP 10/84

Price \$9.25

## San Pasqual Community Plan

5/64 amended 11/89 & 1995

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## San Pasqual Valley Public Facilities Financing Plan

Aug. 1996

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## San Ysidro Community Plan

LRP — Reprinted 5/95

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## San Ysidro Planned District Ordinance

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## San Ysidro Public Facilities Financing Plan

LRP

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## Santee Investments Otay Mesa Precise Plan

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## Scripps Miramar Community Plan

LRP — 9/89 amended Nov. '89

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## Scripps Miramar Ranch Public Facilities Financing Plan

LRP  
1996

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## Senior Citizens Housing Projects Design Criteria

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## Serra Mesa Community Plan

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## Sherman Heights Revitalization

LRP  
8/15/95

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## Sherman Heights/GrantsHill Design Criteria and Guidelines

LRP

Price \$1.25

## Single Room Occupancy (S.R.O.)

Price \$11.50

## Skyline/ParadiseHills CP

LRP -7/87

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## Solar Design Guidelines

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## Sorrento Hills Contm. Plan

3/97, amended 9/98

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## Sorrento Hills Public Facilities Financing Plan

Dec. 4, 1994

ask to Gary Hess for copies (35956)

Price \$0.00

## South East San Diego Planned District Ordinance

Price \$3.00

## Southeast S.D. Community. Plan

LRP — 7/87 w/amend. 2/90, 2/92, & 11/96

Price \$13.25

## Southeast San Diego Planned District Ordinance

RP

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## Standard Fed. Equal Employment Opportunity Cons. Contract Spec.

Resolution No. 769023  
Filed Sept. 11, 1984

Price \$1.50

## Standards for Rehabilitation

1/79

Price \$1.50

## State Historical Building Codes

1975

Price \$2.00

## Stonecrest Specific plan

LRP - 2/88  
Amends. 3/93 and 1/96

Price \$5.00

## Street Design Manual

January 1997

Price \$8.75

## Street Lighting & Traffic Signal Systems of the City of San Diego Standard Special Provisions

1999

Price \$6.50

## Subdivision Map Act

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View in the Internet

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## Subdivisions Manual

UNDER REVISION  
Target date Jan. 2001

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## Sunset Cliffs Shoreline Park Master Plan

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## Technical Guidelines for Geotechnical Reports

October 1988

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## Tecolote Canyon Natural Park Master Plan

Dec. 1982

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## Tecolote Canyon Rim Deveopment Guidelines

LRP - 1/87

Price \$2.00

## Temporary Paradise

LRP - 9/74

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## Tierrasanta Community Plan

LRP — 7/82 (with amends.) February, '91

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## Tierrasanta Public Facilities Financing Plan

LRP 1997

Price \$9.50

## Tijuana River Valley Local Coastal Program Land Use Plan

LRP — June 1, 1999

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## TorreyHighlands Sub area IV No. City Future Urbanizing

Dec. 7, 1999

Price \$10.00



**TorreyHighlands (Sub area IV)**  
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LRP - 12/89  
Price \$11.00

**Torrey Pines Community Plan**

LRP - 4/16/96  
Price \$14.00

**Torrey Pines Public Facilities**  
**Financing Plan**

LRP  
Jan. 1995  
Price \$9.75

**Traffic Impact Study Manual**

7/1998  
Price \$8.50

**Transit Oriented Development Design**  
**Guidelines (TODD)**

LRP 3/4/92  
Price \$4.00

**Trip Generation Manual Draft City of**  
**SD**

UNDER REVISION 9/98  
Info about vehicular traffic generated by  
different land uses, to determine how many  
vehicles enter & exit a site  
Price \$5.00

**University Community Plan North**

LRP - 1/90  
Under revision -  
Price \$13.00

**University Community Plan North,**  
**Public Facilities Finance**

1998  
Price \$11.00

**University Urban Design**

LRP - 12/89  
Price \$5.00

**Uptown Community Plan**

LRP - 2/88, amended 2/89  
Price \$6.50

**Uptown Medical Complex Plan**

contact UCSD  
Campus Planning Office  
Price

**Urban Resource in San Diego**

LRP - 7/78  
Price \$5.00

**Via De La Valle**

LRP - 4/84 Amended July 1996  
Price \$5.00

**Water & Sewer Design Guide**

September 8, 1994  
Price \$12.00

**Welcome to the 1998 Community**  
**Training Session**

Price \$2.00

**West Lewis St. Planned Dist. Ord.**

Price \$0.25